DRAFT NATIONAL TRAFFIC MANAGEMENT LOG PROGRAM REFERENCE GUIDE, VERSION 1.00

FOR

ENHANCED TRAFFIC MANAGEMENT SYSTEM (ETMS)

TASK XII, PART 1

OF THE

EN ROUTE SOFTWARE DEVELOPMENT AND SUPPORT III (ERSDS III) CONTRACT

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FOR

ENHANCED TRAFFIC MANAGEMENT SYSTEM (ETMS)

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Appendix

Exhibits

Section 1 — Introduction

This document describes the functionality of the National Traffic Management Log Program, Version 1.00, and is organized into five sections and one appendix.

Section 1, Introduction, provides an overview of the TM Log Program.

Section 2, Definitions and Concepts,

Section 3, Template Overview, describes the use of the templates available in this first release of the National Traffic Management Log Program.

Section 4, TM Log Template Descriptions, details each individual template as background for using the TM Log Program in an operational environment.

Section 5, Notes, provides a list of acronyms used in this document.

Appendix A, Miscellaneous, contains miscellaneous additional information which could be useful to specialists who are new to the TM Log Program. The Appendix includes instructions for use of the menus, screen dumps of some more complex submenu selections, and more details concerning data requirements for specific templates.

TM Log is the common name given to the current version (V1.00) of the National Traffic Management Log Program.

The TM Log Program was developed to accommodate long-standing needs for

1. The sharing of log and coordination data between all air traffic facilities in the US over the Enhanced Traffic Management System (ETMS) national network.
2. Greatly reducing manual data entry for Restriction, Ground Stop, Ground Delay and other coordination processes.
3. A single point of data entry for logging.
4. Standardization of log entries across National Airspace System (NAS).

The program is designed to save time for the specialist by allowing quick entry of log data and traffic management requests, by way of standardized templates.

As much basic and common information as possible is predefined to reduce redundant entries by specialists, and maintain log consistency throughout NAS.

The data collected through the TM Log Program is based on information that, in most facilities, is manually entered in FAA Form 7230-4, the operational position log.

The TM Log also automates and documents the restriction coordination process.

When the TM Log has been installed across NAS, all sites using the program will receive log entries subscribed to from the source facility in a timely manner.

There are 17 templates available in this first release of the National Traffic Management Log Program. However, not all sites will need to see all templates. This can be controlled from the Configuration menu. The templates currently in use include the following:

1. Free Form
2. Deicing
3. Restrictions
4. Ground Stop
5. Delays
6. Severe Weather Program (SWAP)
7. Airport Configuration
8. Airport Traffic Counts
9. Shift Summary
10. Monitor Alert
11. Approval Requests (APREQ)
12. Pilot Reports (PIREP)
13. Telcon Log
14. Sign In/Sign Out (SISO)
15. OPSNET
16. SUA
17. Outage

The TM Log user operations are very intuitive, primarily requiring left mouse click actions to select options by way of buttons or menus, and typing to fill in free form text fields.

The TM Log Program was designed to be platform independent and will run in Windows 95, 98, 2000, Linux, and HP Unix connected to either the ADTN 2000 network (FAA Intranet) or the ETMS network. This document currently describes a Windows type environment only. There are some minor differences in the interfaces under other environments, such as where the Print dialogue appears, it will resemble the Print dialogue for UNIX, rather than that displayed under Windows.

Section 2 — Definitions and Concepts

TM Log: TM Log refers to the National Traffic Management Log Program.

Templates: The TM Log Program uses a tabbed interface, allowing specialists to easily access individual pages designed to accommodate a variety of logging and coordination purposes.

Selecting a 'tab' will bring up a dedicated window for the specified entry type. These log entry windows or screens are called 'Templates' in this document.

Notification: Notifications are 'alerting' messages delivered by way of the Pending Window interface.

The Notification messages inform specialists that a new log entry has been added to the system, by a facility for which a subscription exists.

Pending Window: The 'Pending Window' is a small popup window separate from the main TM Log Template screen, which is enabled when the TM Log Program is activated.

The Pending Window contains five (5) labeled buttons representing the types of messages for which specialists may receive notification (Restrictions, Ground Stops, Ground Delays, Others – Free Form, and Proposed RSTN).

Each label has a corresponding number box to indicate the number of unacknowledged messages of the specified type.

To review the log or coordination entry content, the position specialist selects the appropriate label. A brief description of each entry in the current queue displays in a popup window. Selection of the desired message from the list opens either its associated template, or another popup window containing the entry information.

The Proposed RSTN button is used to display a list of restrictions other sites are submitting to the ATCSCC for approval affecting your facility. This button's use is optional and the list will automatically be purged once the restriction is approved or disapproved.

For further details regarding Pending Window operations, consult Appendix A.

Forwarding/Addressing: TM Log does not function by actively 'sending' and 'receiving' messages, as a standard email program might. It is designed to access a centralized database, and, can notify interested users that a particular log entry has been made.

When an entry is successfully submitted to the common database, the system is designed to 'forward' a notification (by way of the Pending Window) to 'addressed' positions.

Addressing is also a function associated with the Free Form template. For further details on this concept, see the How To Use the Free Form Template section of this document.

Subscription: TM Log 'subscriptions' are used to define which entries from other sites are forwarded to you.

All parties who desire notification about must be subscribed for each specific type of log entry and each specific facility in order to receive 'notification'. Notification is 'received' by way of the Pending Window.

Only certain types of log entries are currently available for subscriptions. These include Restrictions, Ground Stops, Ground Delay Programs and Free Form (Others).

At least one position at each facility must be set up to receive messages from external positions.

All log entries acquired through subscription means are added to the local log, whether there is notification or not.

Some log entries will trigger the system to open a read-only window containing the information parsed from the original entry. Others, depending on Approval Rights, and "Notify" option selection, will display the information in the template which matches the entry type.

To configure a subscription, use the Configure menu, "Subscribe" option. See the Menus section in Appendix A for further details.

Enroute Status Information System (**ESIS**): This is an overhead display system currently being deployed to each enroute center. In future releases, the TM Log Program will be able to automatically post data to specific ESIS displays.

View: 'Views' are a means by which specialists may predefine one or more internal (local to the facility) or external (other facilities) windows, which will collect log entries of the specified types for easy review on a continuing basis.

View window text is not automatically entered into local logs and is generally for information purposes only.

To configure a View, use the View menu, and select either the "Internal View" or "External View" option.

Current Log: The Current Log is the local position log, FAA 7230-4, created using the TM Log, and currently 'open'.

The Current Log contains all entries made directly at the position through template submissions, as well as entries received indirectly as a result of 'subscription' activities.

For any entry you make, simply click on that log entry in the current log and the program will take you back to the template in edit mode.

The Current Log can be printed out on the standard operational log form at any time, and is considered a 'report'.

A copy of the 'current log' resides on the local machine as a backup in case there are network access problems.

Reports: The program parses user entered and default data in a standardized format to produce a variety of reports for analysis.

Menus: TM Log contains several types of menus:

Header menus – Located at the top of each template, these menus allow easy access to a variety of functions associated with editing, printing, searching, configuring, linking.

Data Entry Drop-down menus – Located at various points within individual templates, these are designed to allow quick entry of common data.

Subscription and View 'setup' activities are critical to the configuration of the TM Log to match position-related logging needs, and are conducted using the Configure and View (header) menus.

The Configure menu is used to set up which template tabs are viewable, and to define/manage Subscriptions.

The View menu is used to create, list, edit, activate and delete Views.

For further information on the use of Header Menus, refer to Appendix A – Menus section.

Miscellaneous important notes

All specialists and trainees must log on and off the TM Log. No trainee may be logged into the TM Log if there is no specialist also logged on. If the trainer signs off, the trainee is automatically signed off.

To make an entry to the current log at any position, it is necessary to log into the TM Log at that position.

The system records the ID of each specialist who makes entries to the log. It is critical therefore to ensure that when making an entry when there is more than one person logged into the TM Log at the position, the correct OI is associated with each entry.

Event Times are blocked for Log In and Log Out.

Event Times must be changed for all other template entries because after first access to the log, these will NOT update automatically once information is entered into a template. 'Empty' templates permit updating of event times.

Some 'In-context Help' is available by positioning the cursor over a field. In addition, if data entered is not appropriate for a particular field, the system will often display informative messages, at either the time of entry or the time of submission. For more information on the help system, refer to Appendix A.17.

The system will allow entry of 'invalid' Airport Identifiers (Ids), and prompt the user to be certain they wish to enter the ID as typed in.

The **Tab** key may be used to move quickly between fields within templates. See Appendix A for other details about other standard conventions implemented within the TM Log.

Most entries you create can be 'edited' once successfully submitted to the database. No log entry will be deleted once it is submitted and a complete edit trail is maintained in the database.

Using a previous log entry as a template for creating a new log entry is called 'persistence' for the purposes of this document.

See Appendix A for other notes about Edit concepts.

A Spell Check facility is built into the TM Log. For further information on use of the Spell Checker, consult Appendix A – Menus section.

Section 3 — Template Overview

Exhibit 3-1, Template Overview, contains a description of the uses of each template available in this first release of the TM Log Program.

Exhibit 3-1. Template Overview

Template Name	Description
Free Form Template	The Free Form template can be used to make general log entries and entries relating to equipment, the National Route Program (NRP), QAR, emergencies, Sig Act, user comments, or other general information which doesn't fit into other templates. This template can also be used when a specialist wants to make sure specific facilities or positions receive timely notification of their entry. Free form entries can be 'addressed' and 'forwarded'. The Free Form template also allows specialists to make entries not accessible/viewable from other facilities, when the "Local Only" option is selected.
Deicing Template	The Deicing template is used to make log entries regarding Deicing status. If a facility is a participant in a predefined Deicing program, the system will process that information as required.
Restrictions Template	The Restriction template is used by all facilities to coordinate Restriction activities, including approval requests, change requests and cancellation. Data entered into the Restriction template includes all critical information required to approve or deny restrictions across NAS.
Ground Stop Template	The Ground Stop template is used to record log entries regarding short term Ground Stops (30 minutes or less). National Ground Stop and EDCT are entered into the logs automatically by FSM which calculates Ground Stop and EDCT parameters.
Delays Template	The Delays template is used to record when a facility is in delay status. The number of aircraft affected by the delay is also entered here.
SWAP Template	The SWAP template is used to record when a facility enters or exits the Severe Weather Avoidance Program (SWAP), as well as its route status.
Airport Configuration Template	The Airport Configuration template is used to record local airport configuration entries, including runways, approach type, and navaids in use.
Airport Traffic Counts Template	The Airport Traffic Counts template will eventually be automatically filled by the system from other networked sources. Currently, specialists may use this template to record required arrival and departure information for local airports during the hours EDCT is in effect.
Shift Summary Template	The Shift Summary template is used to record ad hoc, itinerant activities throughout a shift. It may be used as a 'scratchpad' for log entries that have not yet been, or may not be, recorded using any of the other templates.
Approval Request	The Approval Request template is used to allow entry of approval request records

Template Name	Description
PiRep	The PiRep template is used to record pilot reports
Monitor Alert	The Monitor Alert template is used to record alerts, what kinds of actions were taken, when the alert occurred, if the area was notified, and what the position configuration was.
Telcon Log Template	The Telcon Log template is used primarily by the ATCSCC to log participants in various scheduled and ad hoc telcons. There is also a Remarks area, which may be used to record a few salient points related to the telecon, for future reference
SISO Template	The SISO template is the only place specialists may log in and out of the TM Log (the local position log). The exception is that the first specialist to log into the TM Log must log into the program at the Initial Sign On screen. Trainees must always use the SISO template to sign on or off the TM Log
OPSNET	The OPSNET template allows users to manually enter OPSNET entries. Automatic entry is not yet implemented.
SUA	The SUA template is used to record special use airspace.
Outage	The Outage template is used to record outages.

Section 4 — TM Log Template Descriptions

This section details each individual template as background for using the TM Log Program in the operational environment.

The description begins with how to access the TM Log Program and how to log in and out. Steps for use of each individual template are also included in this section.

See Appendix A for more detailed information on the types of data to enter in any particular template, as well as pertinent details on use of the various Menus.

Also included in Appendix A are screen dumps of some more complicated submenu screens.

4.1 How To Bring Up the TM Log Program

To bring up the TM Log Program from any configured position, click on the TM Log Icon on the desktop or from the ETMS menu bar on the ETMS HP workstation.

The initial program screen is the Sign In screen, which may be used only by the first specialist to log onto the position. An option is also included allowing a trainee to sign on at the same time.

4.2 How To Log Into the TM Log

Logging in from the Initial Sign On screen

When the TM Log icon on the desktop is clicked, the TM Log Program will activate and the following template will appear.

Exhibit 4-1. TM Log Initial Log On Screen

1. Enter a valid (2 initials) specialist ID.
2. Select a valid position for the log, from the drop-down menu beside the Position label.
3. Event time: Cannot be changed for Log On or Log Out purposes.
4. Left click on the <Submit> button to complete the Sign In procedure or press the <Enter> key.

All subsequent Sign Ins for this position, during this TM Log session, must be done through the SISO template.

Logging In from the SISO template

To access the SISO template, click on the SISO tab.

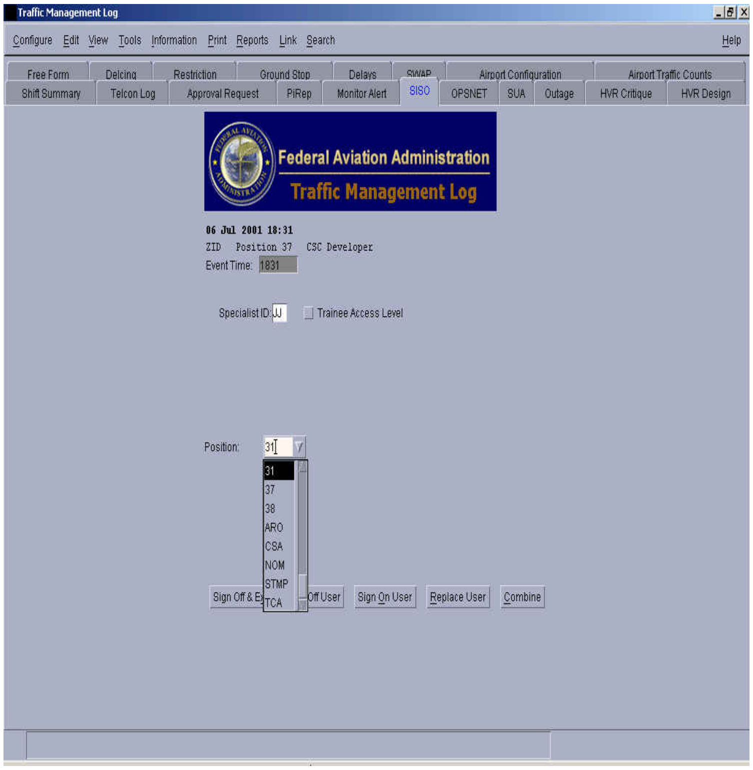


Exhibit 4-2. SISO - Log On Screen

The following options are available through the SISO screen:

- **Sign Off and Exit** – Used to log off all logged in users at the same time and exit the user to the Windows screen.
- **Sign Off User** – Single person log out facility. If the last specialist logs out, and there is still a trainee logged on, the trainee is automatically logged out at the same time.
- **Sign On User** – Single person log in facility.
- **Replace User** – Used to log in one specialist at the same time another specialist logs off, preventing the closing of the TM Log Program.
- **Combine** – Combine is used when a specialist is leaving his/her position and would like another specialist currently signed on to see the data portrayed by his/her subscriptions. The "receiving" specialist does not need to perform any other actions to gain access to the subscriptions. If the "combining" specialist returns to his position and logs back in, the combine process is cancelled and the "receiving" user is returned to his/her initial state. When you click on "Combine" you are presented with a list of positions available to combine with.

To log on an additional specialist or any trainee:

1. Enter the appropriate specialist OI, in the box beside Specialist ID label.
2. Click the <Sign On User> button.

To log on a replacement specialist and log off the current specialist (without closing the log program):

1. Ensure the name of the specialist who wishes to log off is the name displayed at the top of the SISO page. If required, select the correct name from the drop-down list, which is displayed when more than one specialist is sign in at the position.
2. Enter the specialist OI of the replacing specialist, in the box beside the Specialist ID label.
3. Click the <Replace User> button.

To combine subscriptions with another user, perform the following steps:

1. Ensure the name of the specialist who wishes to "combine" is the name displayed at the top of the SISO page. If required, enter correct Specialist ID in the space provided.
2. Click the <Combine> button.
3. Select the Specialist ID of the user with whom you wish to combine.

4.3 How To Log Out of the TM Log

Logging out of TM Log from the SISO template

To Log Out a (single) Specialist or Trainee:

1. Enter a valid specialist ID in the box to the right of the Specialist ID field label.
2. Click on the <Sign Off User> button.

If the specialist was the only person logged on at this position, the TM Log Program will be closed. The log out time entry will be added to the Current Log.

If the specialist was not the only person logged on at this position, the TM Log Program will remain open. The log out time entry will be added to the Current Log.

To log off all current users:

1. Click on the <Sign Off and Exit> button.

The logout time entry for all specialists (and trainee, if applicable) will be added to the Current Log, and the TM Log Program will be closed.

4.4 How To Make a Free Form Template Entry

Click on the Free Form tab to access the Free Form template.

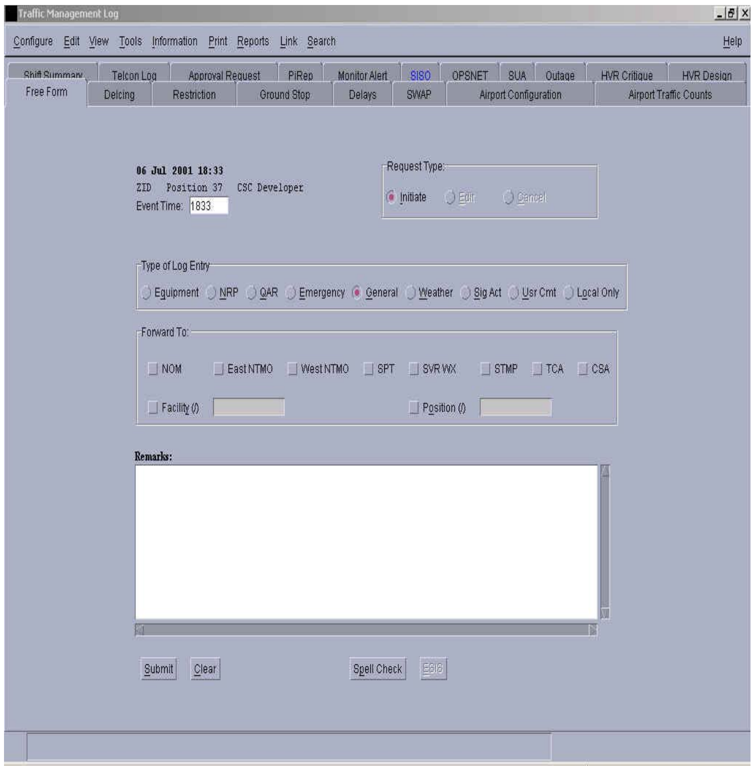


Exhibit 4-3. Free Form Template

The Free Form template allows users to specify that a log entry will be accessible to other facilities and positions, or will be 'hidden' from viewing by anyone outside the local facility.

Three types of addressing options are available for Free Form entries:

1. Local Only - Not accessible by way of Views or Subscriptions from other facilities
2. Addressed to other (subscribed) facilities – Notification may be provided to other facilities. Entries will be added to local logs at other facilities.
3. Not addressed, but not Local Only (regular log entry) – Accessible by way of Views or Subscriptions from other facilities

Several means of entering addresses (Forward To) are provided:

1. Predefined addresses - A list of facilities is displayed here that is configured by position or facility in the configuration file.
2. User entered addressing – It is possible to address a Free Form message to outside facilities or other local positions.
    a. External addressing: Select the Facility box and enter one or more facility names. If more than one facility name is entered, separate using slashes (/). No spaces are allowed.
    b. Internal Addressing: Select the Position box and select one or more internal position numbers from the drop-down list.

Note that it is not possible to address to individual positions at external facilities. A facility name is not required when addressing to local positions. It is possible to 'forward to' both external and internal addresses for the same log entry.

To make a new Free Form entry, other than Local Only, perform the following steps:

1. Select a Type of Log Entry from the possible types: Equipment, NRP, QAR, Emergency, General, Weather, Sig Act, or Usr Cmt.
2. Address as desired using the predefined addresses, or following the guidelines above for user-entered addresses.
3. If no address is specified, the log entry will be added only to the local log unless other facilities have subscribed to this type of entry from this facility.
4. Enter desired log entry text in the Remarks box. This is a required entry for this type of Log Entry/Template. 'Copy and Paste' may be used to enter or copy text in the Remarks box.
5. Click the <Submit> button.

You may also make a Local Only Free Form Entry. Local Only entries are entries that will never be seen outside your facility.

To make a new Local Only Free Form entry, perform the following steps:

1. Select Local Only as the Type of Log Entry. No addressing is possible.
2. Enter desired log entry text in the Remarks box. This is a required entry for this type of Log Entry/Template. 'Copy and Paste' may be used to enter or copy text in the Remarks box.
3. Click the <Submit> button.

Note that it is never possible to 'delete' a submitted log entry.

To edit a previously submitted Free Form log entry, perform the following steps:

1. Load the desired log entry to be edited using standard Edit procedures found in Section A.3 of the Appendix.
2. Proceed as described above (for new Free Form entries) to change or add new information.
3. Click the <Submit> button to send the entry to the database.

To clear a log entry presently in the template window, press the <Clear> button at the bottom of the screen. All user-entered text will be cleared, and default information will be reinserted as applicable to the current template.

4.5 How To Make a Deicing Template Entry

Click on the Deicing tab to access the Deicing Template.

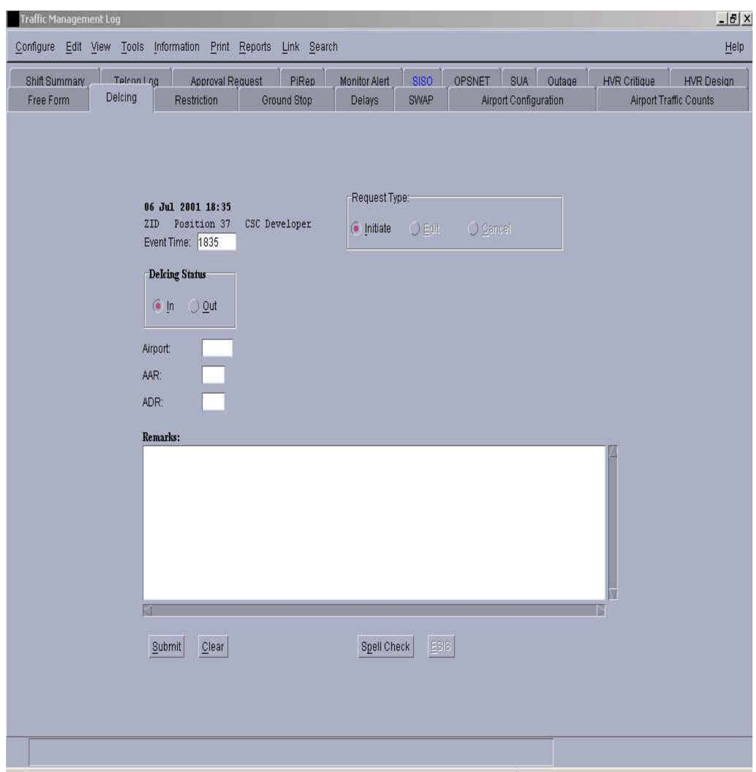


Exhibit 4-4. Deicing Template

To create a new Deicing log entry, perform the following steps:

1. Enter the appropriate Event Time, if necessary.

2. Deicing Status is IN (by default). Select OUT if the log entry will record the end of Deicing status at the particular facility.
3. Airport: Enter the ID of the airport where the Deicing status is in effect. Only one facility per log entry is allowed. Press <Enter> to see if the airport has a Deicing plan.
4. Airport Acceptance Rate (AAR): Enter the rate for arrivals at the specified facility.
5. Airport Departure Rate (ADR): Enter the rate for departures at the specified facility.
6. Remarks: Not a required entry for Deicing status logs. Enter text as appropriate.
7. Click the <Submit> button.

To save time when it is necessary to replicate Deicing entries for several airports, simply type over the airport name and submit. Note that new entries are created each time a log entry is submitted.

To edit an existing Deicing log entry due to an error, perform the following steps:

1. Load the appropriate entry to replicate by using standard Edit procedures found in Section A.3 of the Appendix.
2. Ensure the correct Event Time is shown/entered.
3. Make other changes as appropriate to record Deicing status at other facilities (for example, Enter an Airport identifier).
4. Click the <Submit> button.

To clear a log entry presently in the template window, press the <Clear> button at the bottom of the screen. All user-entered text will be cleared, and default information will be reinserted as applicable to the current template.

If the airport has an official deicing plan, it will automatically be noted in the actual log entry.

4.6 How To Make a Restrictions Template Entry

To access the Restriction Template, click on the Restriction tab.

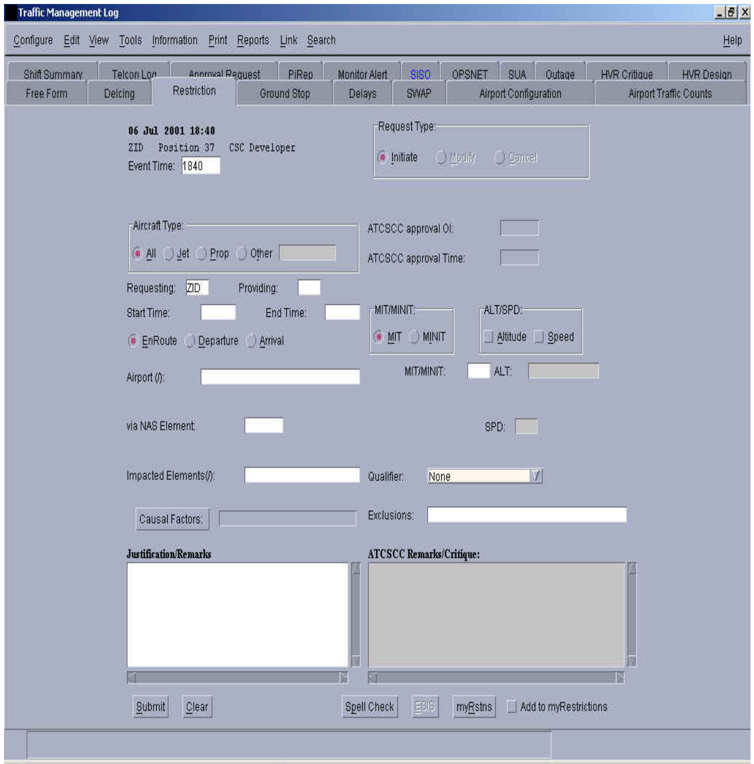


Exhibit 4-5. Restrictions Template

Restriction Template Notes:

- All facilities are required to maintain one open position configured with a subscription to the ATCSCC for Restriction messages. These are preconfigured at installation time, and are not changeable from specialist positions.
- All affected facilities will receive automatic notification of the Restriction when it is approved.
- Only the originating facility will receive notification in the event that a restriction is not approved.

To send a new restriction request, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter the Event Time, if necessary.
3. Restriction Request Type: Leave as the default type - Initiate.
4. Aircraft Type: Select one of All, Jet, Prop, or Other, by clicking on the radio button to the left of the appropriate label. If Other is selected, type in the class or individual type of aircraft the restriction will affect.

5. Requesting: Who the restriction is imposed by. This will be automatically filled in with the local facility by TM Log.
6. Providing: Enter who the restriction is imposed upon.
7. Start Time: Enter the start time for the restriction (HHMM).
8. End Time: Enter the stop time for the restriction (HHMM).
9. Select one of Enroute, Departures, or Arrivals, by clicking on the radio button to the left of the appropriate label.
   - If either Arrivals or Departures was selected, fill in the ID of the affected airport in the field to the right of the Arrivals label.
   - Airport ID is optional for Enroute.
   - For any of the selections, you may use a forward slash (/) delimited list if more than one airport is needed.
10. Via NAS Element: If EnRoute was selected, fill in the appropriate airway or fix.
11. Impacted Element: Fill this in with the valid ID of an indirectly affected NAS element.
12. Select the Causal Factors menu.
13. Select the general category of reasons why the restriction must be imposed.
14. Select from the list of available reasons within the specified category.
15. If Other is selected at either the Category or Reason level, type in an appropriate description.
16. Miles in Trail (MIT)/Minutes in Trail (MINIT): Select MIT or MINIT as appropriate.
17. In the field below the MIT/MINIT selection area, fill in the number of Miles or Minutes to qualify the MIT/MINIT selection.
18. Altitude (ALT)/Speed (SPD): Select ALT, SPD, or both as appropriate.
19. In the field below the ALT/SPD selection, fill in the appropriate maximum altitude or speed to qualify the ALT/SPD selection.
20. Qualifier: This is optional. If a qualifier needs to be indicated, select an appropriate entry from the available selections in the drop-down menu to the right of the Qualifier label.
21. Exclusions: List exclusions, if any, in the field to the right of the Exclusions label, separated by slashes (/).
22. Justification/Remarks: This is a mandatory entry. Enter general remarks regarding the justification of the proposed restriction.
23. Click the <Submit> button.

Once you have completed this, the restriction is then submitted to the ATCSCC for approval and will appear in the Proposed RSTN field in the Pending window of the Providing facility.

There are 3 possible Restriction Approval request outcomes:

1. Approved — The restriction was approved as requested. No further TM Log Restriction request action is required. The originating facility, and any affected facility, will receive a notification by way of the PENDING WINDOW RESTRICTIONS field, in a read-only popup window.
2. Approved with Modifications — The restriction was approved, however, some element of the restriction has been modified. No further TM Log Restriction request action is required. The originating facility, and any affected facility, will receive a notification by way of the PENDING WINDOW RESTRICTIONS field, in a read-only popup window.
3. Disapproved — The restriction cannot be approved, as requested, at this time. The ATCSCC REMARKS/CRITIQUE field will contain the reason for denial.

If the restriction is approved by the ATCSCC, the providing facility will then see the restriction appear in the Pending window. If that facility opens the restriction, they will have an option to create a "Passback" by clicking on PassBack. Passback allows the Providing facility of the original restriction, to impose its own restriction on other facilities because of the situation. For example:

- Facility A creates a restriction request with Facility B as the providing facility.
- The ATCSCC receives the restriction and approves it.
- Facility B knows that facility C will be affected by this restriction, so it creates a passback restriction.
- This passback restriction goes to the ATCSCC for approval.
- If the ATCSCC approves the passback restriction, Facility C will see the restriction in their Pending window.
- Facility C can also do a passback, and so on.

To request an extension, or send a modification for an approved restriction, perform the following steps:

Note that it is not possible to select the <Modify> or <Cancel> buttons, unless there is an already-approved restriction loaded in the template.

1. Open the Restriction template.
2. Select the appropriate restriction request to amend by using standard Edit procedures that can be found in Section A.3 of the Appendix.
3. Ensure the correct specialist ID is selected.
4. Enter an Event Time (Change Request time).

5. If Modify was the reason for the new request concerning this restriction,
   a. Type in new or additional information, or select a new reason, etc., for any field that requires changing, or needs to be edited.
   b. Use the JUSTIFICATION/REMARKS field to indicate what was changed and why.
   c. Click the <Submit> button.

A new restriction request may be submitted by the originating facility.

Only the originating facility will receive a notification by way of the PENDING WINDOW RESTRICTIONS field, in a read-only popup window.

To approve or disapprove a restriction request, perform the following steps:

1. New restriction requests will be received by way of notification in the PENDING WINDOW RESTRICTIONS field.
2. Click on the Restrictions label to open the message window.
3. Select the appropriate message to display, and it will be loaded in the Restriction template.
4. Ensure the appropriate specialist ID is selected.
5. Ensure the prefilled Event Time is appropriate.
6. To approve a Restriction, or to approve with modifications, leave the <Approve> button selected (default).
7. If approving with modifications, make changes in any applicable fields.
8. To disapprove a restriction, select the <Disapprove> button.
9. Fill in the ATCSCC REMARKS/CRITIQUE field with any additional notes as needed to describe the changes.
10. Check that the approving ATCSCC specialist OI (prefilled) is correct.

11. Click the <Submit> button.

To Cancel a Restriction:

Follow these procedures to deal with any of the following situations:

- An approved restriction is already in effect and can be cancelled early.
- An approved restriction has not yet gone into effect and must be cancelled.

To cancel a restriction or restriction request, perform the following steps:

1. Select a log entry relating to a previously approved restriction, using the normal 'Edit/cycle through the available entry' procedure.
2. Ensure the correct specialist ID is selected.
3. Enter an Event Time.
4. Restriction Request Type: Select Cancel.
5. Use the JUSTIFICATION/REMARKS field to a reason for the Cancellation request.
6. Click the <Submit> button.

Use the <Clear> button to clear the current template and reset the default data.

4.7 How To Make a Ground Stop Template Entry

To access the Ground Stop template, click on the Ground Stop tab.

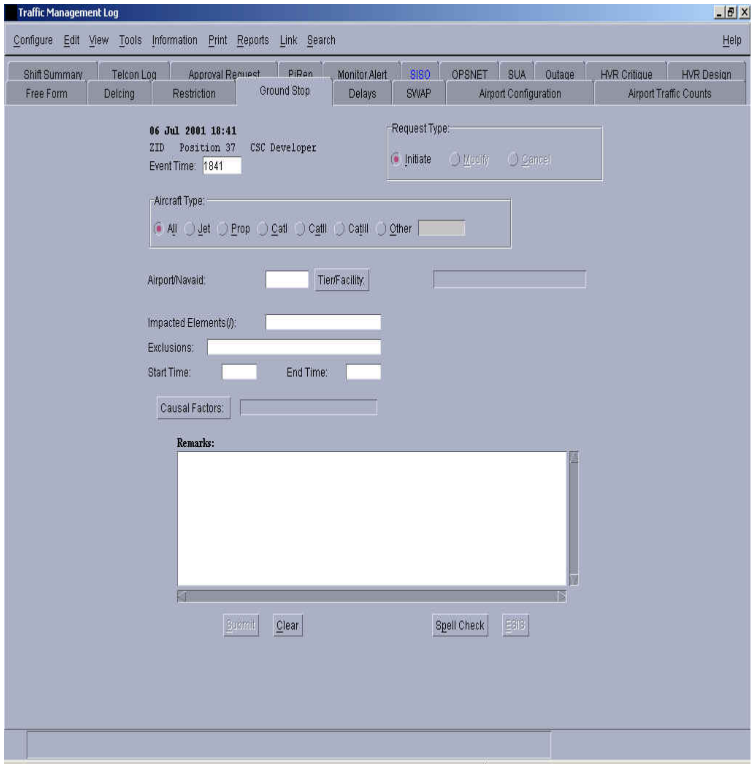


Exhibit 4-6. Ground Stop Template

Note that the Ground Stop Template will be used to record short term Ground Stops only (30 minutes or less).

To record a new Ground Stop log entry, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time, if necessary.
3. Ground Stop Request Type: Leave as the default type - Initiate.
4. Aircraft Type: ALL is the default. If ALL is selected, no other entry is possible. If ALL is not selected, select one or more of the other available aircraft type options as appropriate.
5. If Other is checked, enter aircraft types affected.
6. Facility: Fill in the ID of the facility where the Ground Stop will be in effect.
7. Tier Selection: Select Tiers, if required, by following the procedure below.
8. Impacted Elements: Fill in the airway or fixes separated by slashes (/).

9. Exclusions: Enter a text description of all excluded facilities, airways/fixes, aircraft types, etc.
10. Start Time: Enter the start time for this entry.
11. End Time: Enter the time this ground stop ends.
12. Causal Factors: Select and enter Causal Factors using the menus.

To modify a previously recorded Ground Stop entry, perform the following steps:

1. Load the desired, previously submitted, Ground Stop entry using the normal 'Edit/cycle through available records' method.
2. Ensure the correct specialist ID is selected.
3. Select Modify or Cancel depending on the desired log entry type.
4. Enter an Event Time.
5. Modify any fields affected by the type of change selected.
6. Add Remarks as required to explain the change.
7. Click the <Submit> button.

Note that to select any option other than "Initiate", it is necessary to have a previously submitted Ground Stop log entry to 'modify'.

'Modifying' a previous entry will create a second entry in the log. It will not replace the previous entry.

Tier Selection:

1. To select a tier, the Facility Code must be entered and correct.
2. Click on Tier/Facility. A window will pop up, containing the available choices for the specified facility.
3. Select all Tiers that apply for this particular airport/facility (top row).
4. The appropriate boxes will automatically be checked. These may be individually unchecked to indicate exclusions. Additional boxes may be checked.
5. Click on the Keywords radio button. A drop-down menu will appear. Select an appropriate keyword.
6. Click the <OK> button to complete the tier definition, and return to the main Ground Stop screen.

See Appendix A for screen illustrations of the Tier Selection menus.

Use the <Clear> button to clear the current template and reset the default data.

4.8 How To Make a Delays Template Entry

To access the Delays template, click on the Delays tab.

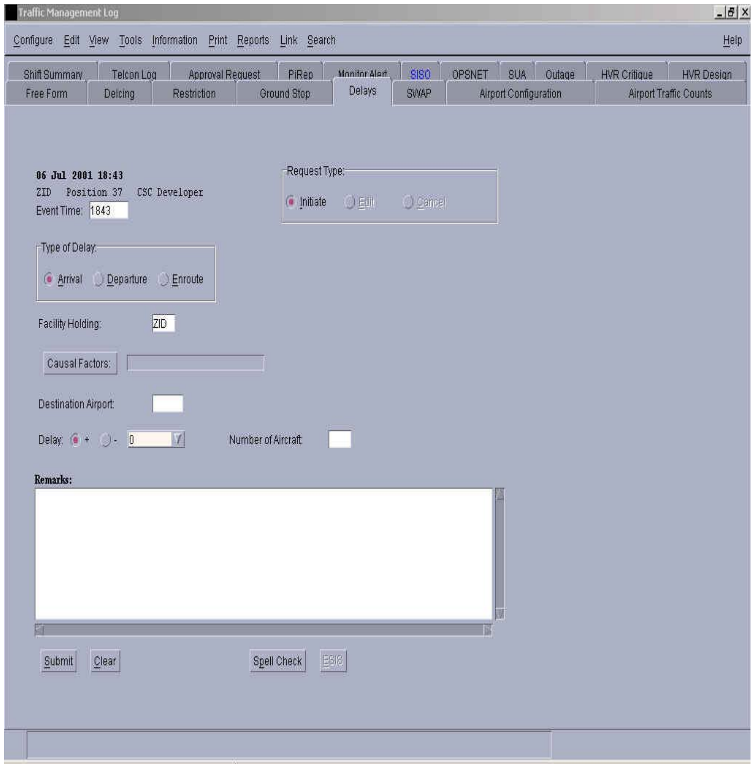


Exhibit 4-7. Delays Template

To record a new Delays log entry, perform the following steps:

1. Ensure the correct specialist ID is displayed.
2. Enter an Event Time, if necessary.
3. Type of Delay: If Arrivals are affected, leave as default. If the delay is affecting Enroute, or Departing, aircraft, select Enroute or Departure as appropriate.
4. Facility Holding: If Arrival or Enroute type of delay was selected, fill in the holding fix.
5. Causal Factors: Click on the Causal Factors button to display the causal factors selection window. In this window, click the + sign to select the general category of delay, then continue through the folders until you have found the applicable factor.
6. Destination Airport: If Departure delay was selected, fill in the affected airport.
7. Delay (amount of time): Select a qualifier (+ or -) and amount of time in 15 minute increments (using the drop-down menu). You may also type in an entry, provided it is a multiple of 15 minutes.

8. Number of Aircraft: the number of aircraft involved in the delay.
9. Remarks: Enter any other description necessary.
10. Click the <Submit> button.

To edit a Delays log entry using a previously submitted entry (Edit changes to the prior entry and does not submit a 'replicate'): Help for this can be found in Section A.3 of the Appendix.

1. Load the desired, previously submitted, Delays entry.
2. Ensure the correct specialist ID is selected.
3. Enter an Event Time.
4. Change any other fields as desired. See procedure for entering a new Delays record.
5. Click the <Submit> button.

Use the <Clear> button to clear the current template and reset the default data.

4.9 How To Make a SWAP Template Entry

To access the SWAP template, click on the SWAP tab.

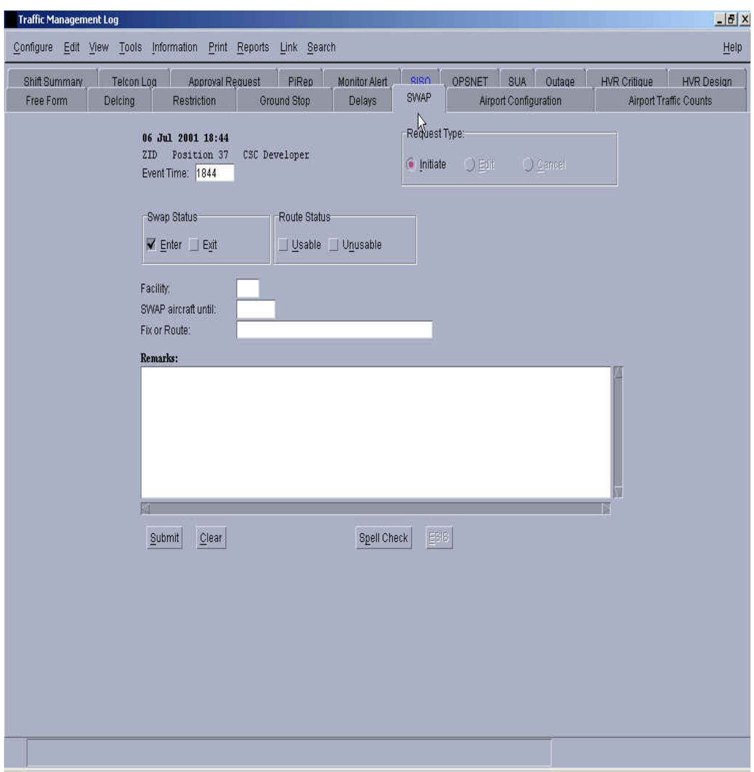


Exhibit 4-8. SWAP Template

To make a SWAP log entry:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time, if necessary.
3. SWAP Status:
    a. If the SWAP is started: No action required. Leave as the default (Enter).
    b. If the SWAP has ended, select Exit.
    c. Route Status: Select the status of the route, either Usable or Unusable.
    d. Facility: Enter the ID of the facility initiating the SWAP.
    e. SWAP aircraft until: Enter the ETA for the SWAP to end.
    f. Fix or Route: Enter the name of the valid fix or route from which aircraft are being swapped.
    g. Remarks: Document any other pertinent details concerning the SWAP period.
4. Click the <Submit> button.

To edit a SWAP entry, using a previously submitted SWAP record:

1. Load the desired, previously submitted, SWAP entry using the normal Edit/cycle shown in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Enter an Event Time.
4. Change any other fields as desired. See procedure for entering a new SWAP record.
5. Click the <Submit> button.

Use the <Clear> button to clear the current template and reset the default data.

4.10 How To Make an Airport Configuration Template Entry

To access the Airport Configuration template, click on the Airport Configuration tab.

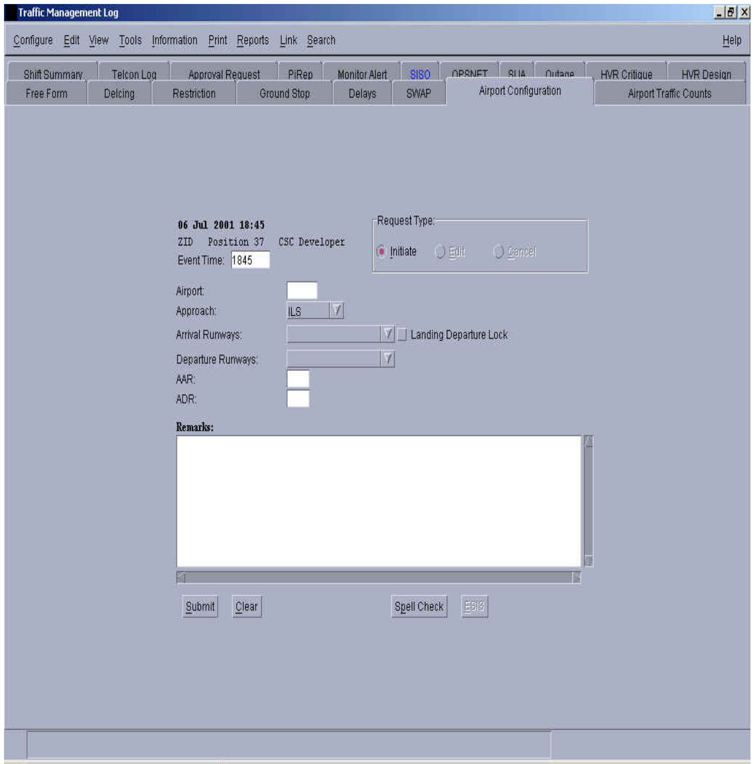


Exhibit 4-9. Airport Configuration Template

To record current Airport information in the Position Log:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time (if other than time shown).
3. Airport: Enter the airport ID. Press <Enter> to load the runway configuration for this airport.
4. Approach: Select type of approach from the drop-down list, if other than ILS (default).
5. Arrival Runways: Select from the list of runways configured for the Airport, using standard drop-down menu selection procedure.
6. Landing Departure Lock: If the box is checked, it is only required to enter either an Arrival or Departure runway specification, not both. The system will synchronize the entry of the other, based on normal configurations. To override the normal configuration, uncheck the Landing Departure Lock box, and enter Arrival and Departure runway information separately.

7. Departure Runways: Select from the list of runways configured for the Airport, using standard drop-down menu selection procedure.
8. AAR: Enter the arrival rate.
9. ADR: Enter the departure rate.
10. Remarks: Use this field to describe other conditions, etc. in effect at the described facility.
11. Click the <Submit> button.

Use the <Clear> button to clear the current template and reset the default data.

4.11 How To Make an Airport Traffic Counts Template Entry

To access the Airport Traffic Counts template, click on the Airport Traffic Counts tab.

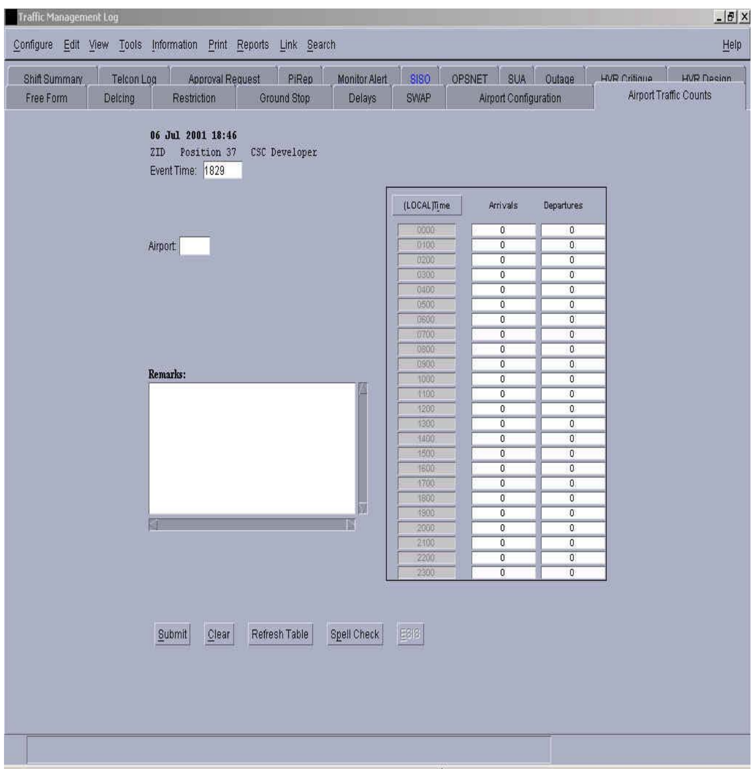


Exhibit 4-10. Airport Traffic Counts Template

Future: This template will be auto-filled by incoming data from other network sources.

Current: This template allows the manual recording of Airport traffic counts, separated into Arrivals and Departures, on an hourly basis.

You can toggle between Local and GMT time by clicking on the Time button.

To record an hourly traffic count:

1. Type in the appropriate Airport ID in the AIRPORT field.
2. Position the cursor in the Arrivals (or Departures, as applicable) count cell opposite the correct Local Time.
3. Type in the applicable count. Disregard the leading zero. Press the Enter key. The leading zero will disappear, and the count, as typed, will appear in the box/cell.
4. Fill in any other counts as desired.
5. Add any pertinent Remarks in the REMARKS field.
6. Click the <Submit> button at the bottom left of the screen.

Eventually, when the Airport Traffic Counts are automatically prefilled, the <Refresh Table> button will be used to refresh the counts.

Use the <Clear> button to clear the current template and reset the default data.

Special Commands:

1. Home--puts you in the first arrival cell block
2. End--puts you in the last arrival cell block
3. Delete--deletes text in current cell block
4. Insert--inserts previously deleted text
5. Ctrl-C--copies text
6. Ctrl-Copy--copies text
7. Ctrl-X--cuts text
8. Ctrl-Cut--cuts text
9. Ctrl-P--pastes text
10. Ctrl-V--pastes text
11. Ctrl-Paste--pastes text
12. Shift-Delete--Clears Entire Table

4.12 How To Make a Shift Summary Template Entry

To access the Shift Summary template, click on the Shift Summary tab.

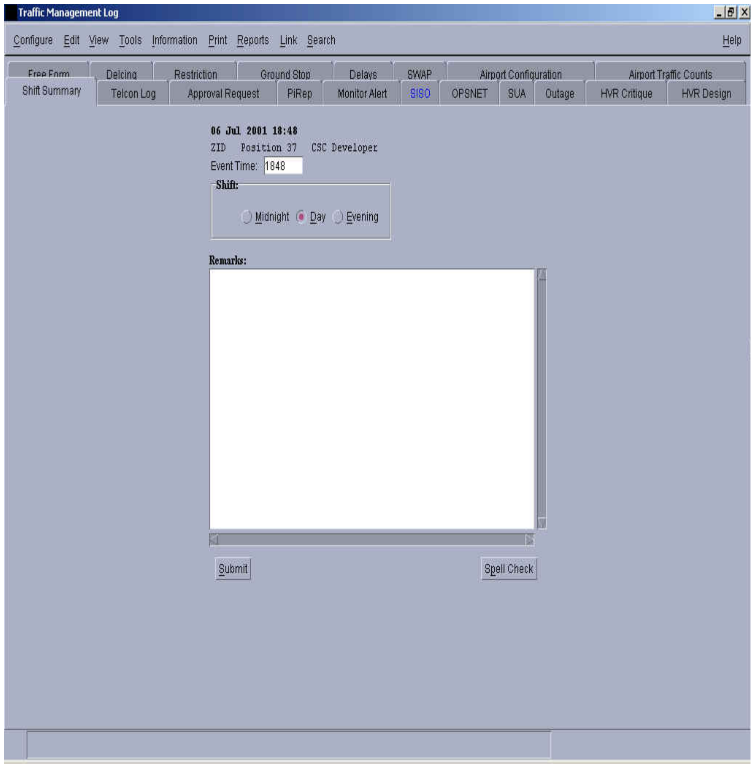


Exhibit 4-11. Shift Summary Template

Shift Summary will normally be used throughout the shift. After the first entry is submitted, the <Submit> button will disappear and an <Update> button will appear. Continue to make entries following new Shift Summary entry procedure, using the <Update> button to add your entry to the Summary.

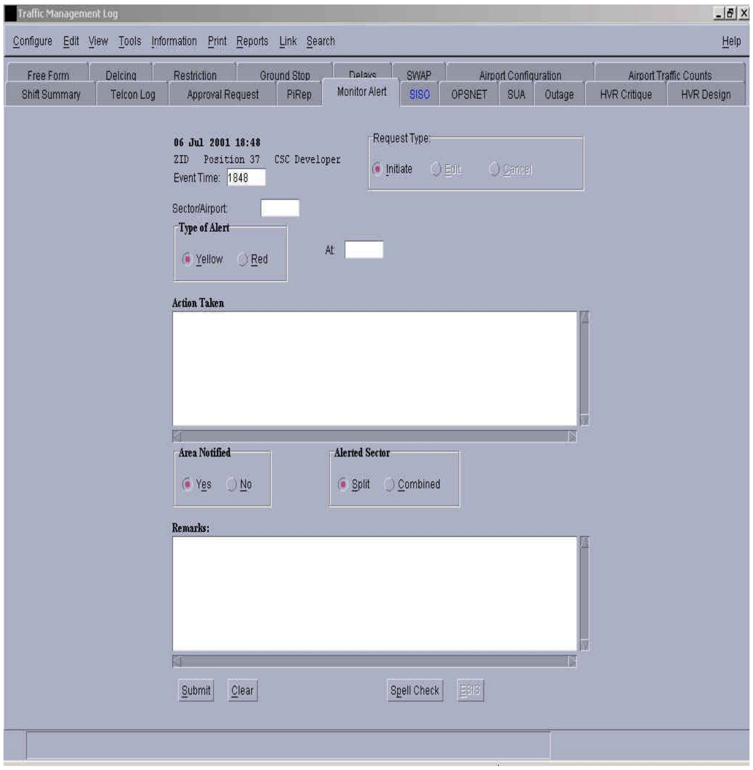
To make a new Shift Summary entry, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time.
3. Shift: Select the appropriate button to indicate which shift the summary is for – Midnight, Day, or Evening.
4. Remarks: Record all remarks, event notes, etc. Use the scroll bars (horizontal and vertical) to view and edit text entered in the shift log Remarks window. Use ‘Copy and Paste’ to move notes from the Shift Summary to other template text fields for delayed log entries of other types.
5. Click the <Submit> button.

6. After first submission, continue making Shift Summary entries by clicking the <Update> button.

4.13 How To Use the Monitor Alert Template

To access the Monitor Alert template, click on the Monitor Alert tab.



4-12. Monitor Alert Template

Note that if this template is not displayed on your screen, you may add it to your list of available tabs by performing the following steps:

1. Click the Configure menu.
2. Click the Input Tabs menu item.
3. Select the Monitor Alert template from the list of available templates.

To create a new alert, perform the following steps:

1. Ensure the correct specialist ID is selected.

2. Enter the Event Time, if necessary.
3. Sector/Airport: Enter the sector or facility this alert is in reference to.
4. Type of Alert: Select the type of alert, either Yellow or Red.
5. At: The time that the alert occurred
6. Action Taken: Enter the actions taken to in response to the alert.
7. Area Notified: Click Yes if the area was notified or No if it wasn't.
8. Alerted Sector: Click on Split or Combined, as appropriate.
9. Remarks: Enter any other remarks regarding the alert

To edit an existing alert, perform the following steps:

1. Load the desired, previously submitted, Alert entry using the normal Edit/cycle found in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Modify any of the fields required.
4. Add remarks as required to explain the change
5. Click the <Submit> button.

4.14 How To Use the Approval Request Template

To access the Approval Request template, click on the Approval Request tab.

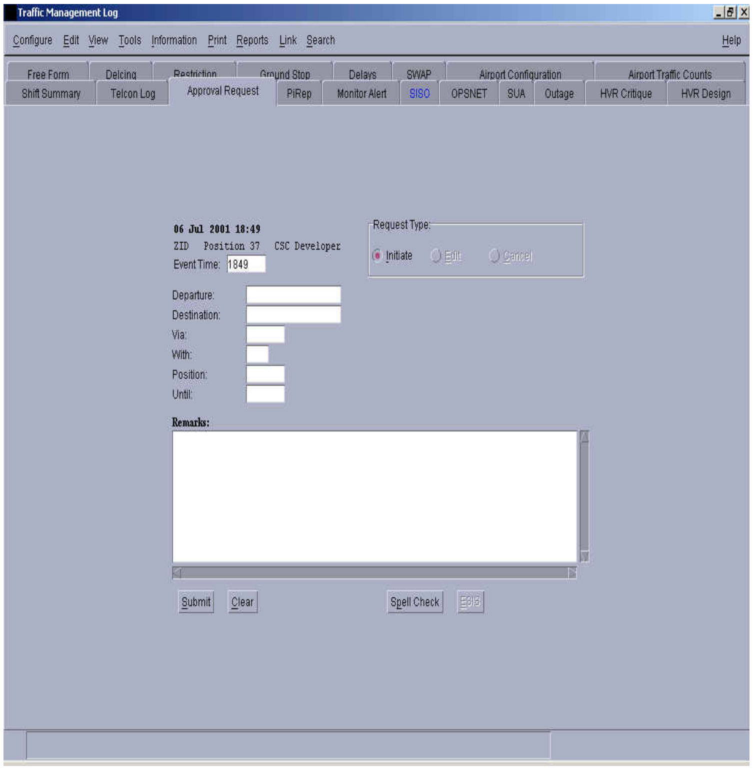


Exhibit 4-13. Approval Request Template

To submit an approval request you must perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time, if necessary.
3. Departure: Enter the departure facility ID.
4. Destination: Enter the destination facility ID.
5. Via: Enter the facility ID of the airport requesting to route flights to
6. With: Enter the appropriate facility code
7. Position: Enter the appropriate position
8. Until: Enter the time requested to keep the reroute active

To edit an existing Approval Request, perform the following steps:

1. Load the desired, previously submitted, Approval Request entry using the normal Edit/cycle found in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Modify any of the fields required.
4. Add remarks as required to explain the change
5. Click the <Submit> button.

4.15 How To Use the PiRep Template

To access the PiRep template, click on the PiRep tab.

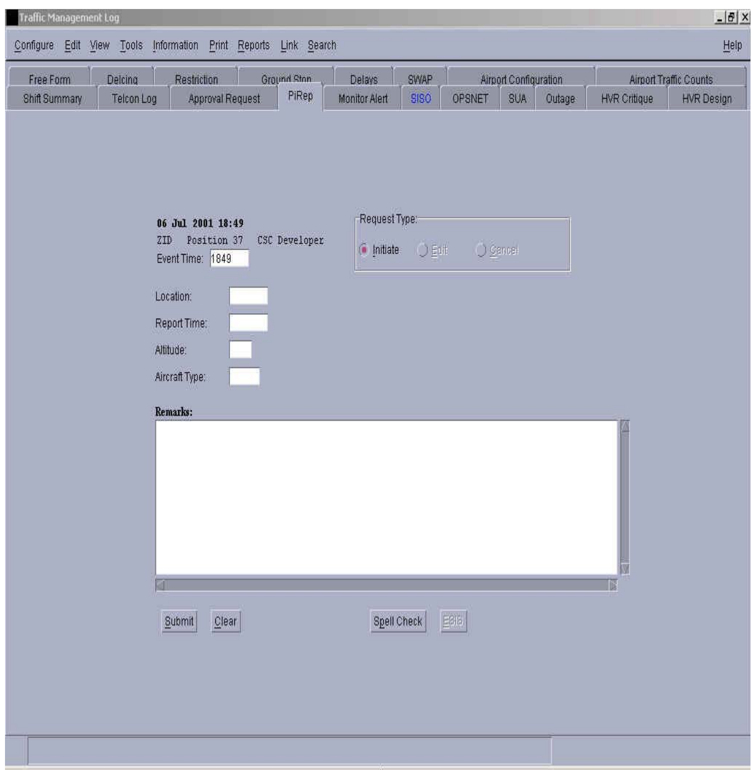


Exhibit 4-14. PiRep Template

Note that if this template is not displayed on your screen, you may add it to your list of available tabs by performing the following steps:

1. Click the Configure menu.
2. Click the Input Tabs menu item.
3. Select the PiRep template from the list of available templates.

To record a new pilot report, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter the event time, if necessary.
3. Location: Enter the facility ID the pilot is reporting on.
4. Report Time: Enter the time that the pilot made the report.
5. Altitude: Enter the altitude the pilot was at when making the report.
6. Aircraft type: Enter the type of aircraft used by the pilot at the time of the report.

To edit an existing pilot report, perform the following steps:

1. Load the desired, previously submitted, pilot report entry using the normal Edit/cycle found in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Modify any of the fields required.
4. Add remarks as required to explain the change
5. Click the <Submit> button.

4.16 How To Make a Telcon Log Template Entry

To access the Telcon Log template, click on the Telcon Log tab.

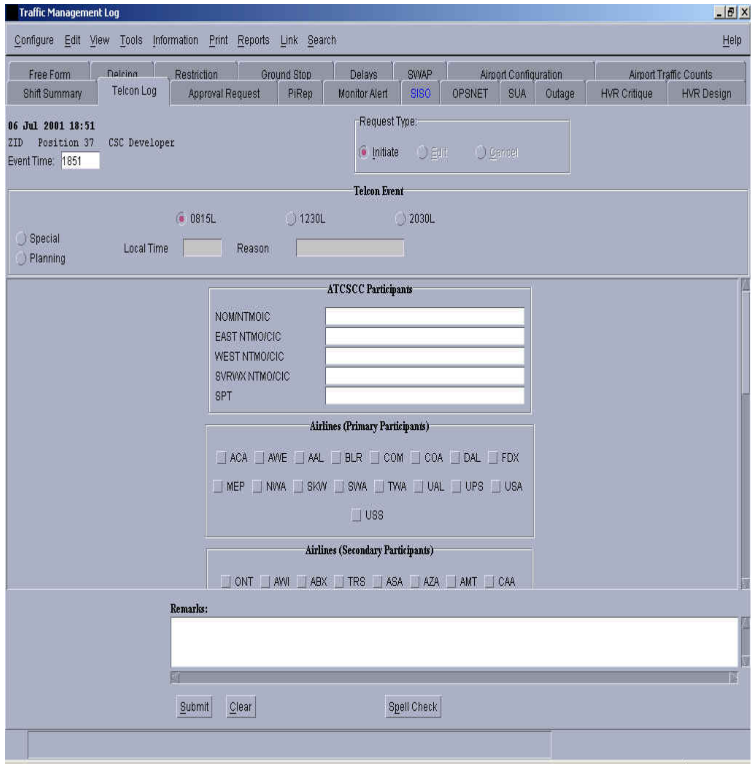


Exhibit 4-15. Telcon Log Template

To record a new regularly scheduled Telcon event, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time.
3. Telcon Event: Select one of 0815L, 1230L, or 2030L.
4. Special or Planning: If the Telcon is being held for either unplanned (Special) or for specific Planning purposes, select either Special or Planning as appropriate.
1. Local Time: Fill in the local start time of the special telcon.
5. Reason: Complete the REASON field with a short description of the special purpose indicated.
6. ATCSCC Participants: Fill in the specialist IDs of the persons who participated in the telcon beside the area they represented (such as NOM/NTMOIC, EAST NTMO/CIC)

7. Airlines: Identify any Primary and Secondary Airline participants. Use the scroll bar to the right of the participants' window, to move down the predefined Primary and Secondary Airline selection lists.
8. Centers, Terminal Radar Approach Controls (TRACONs), Towers, Regions: Identify any participating Centers, TRACONs, Towers or Regions by checking off the applicable boxes.
9. Remarks: Add any special notes as desired.
10. Click the <Submit> button.

To log a new special (unplanned) Telcon event, perform the following steps:

2. Ensure the correct specialist ID is selected.
3. Enter an Event Time.
4. Telcon Event: No action required.
5. Special or Planning: Select Special or Planning.
6. Reason: Complete the REASON field with a short description of the special purpose indicated.
7. Local Time: Fill in the local start time of the special telcon.
8. Reason: Fill in a short description of the purpose of this telcon in the field to the right of the Reason label.
9. ATCSCC Participants: Fill in the specialist IDs of the persons who participated in the telcon beside the area they represented (such as NOM/NTMOIC, EAST/NTCIC)
10. Identify any other participants in the telecon.
11. Airlines: Identify any Primary and Secondary Airline participants. Use the scroll bar to the right of the participants' window, to move down the predefined Primary and Secondary Airline selection lists. Left click on the radio button to the left of the label displayed for any airline that participated in this particular telcon.
12. Centers, TRACONs, Towers, Regions: Identify any participating Centers, TRACONs, Towers or Regions.
13. Remarks: Add any special notes as desired.
14. Click the <Submit> button.

To edit a Telcon entry using a previous Telcon Log entry, perform the following steps:

1. Load the desired, previously submitted, Telcon Log entry using the normal Edit/cycle found in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.

3. Enter an Event Time.
4. Change any fields as necessary to reflect the telcon event being recorded.
5. Click the <Submit> button.

4.17 How To Use the OPSNET Template

Note: OPSNET functionality is planned in future implementations of TM Log.

To access the OPSNET template, click on the OPSNET tab.

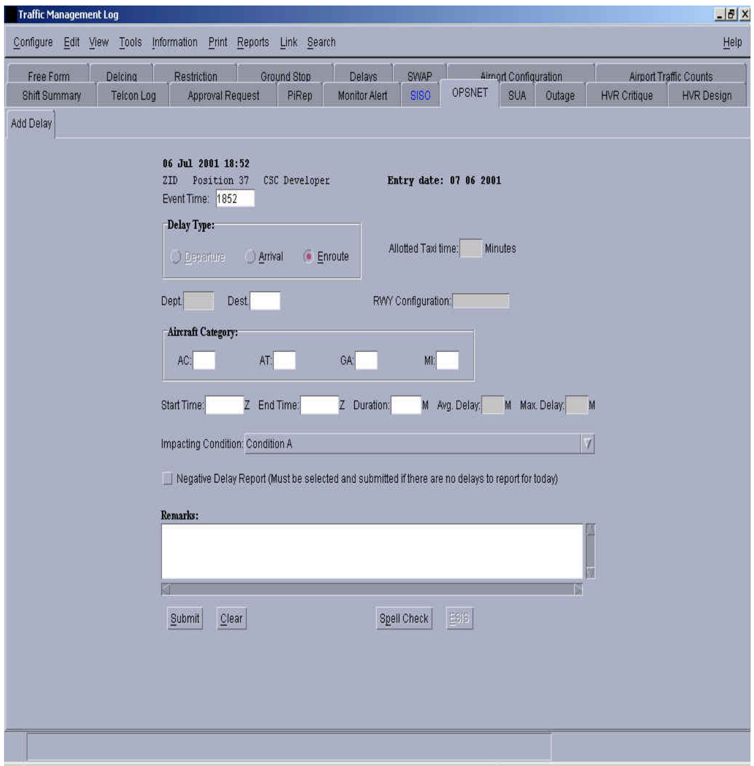


Exhibit 4-16. OPSNET Template

To record a record using the OPSNET template, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. Enter an Event Time, if necessary.
3. Delay Type: Select Departure, Arrival, or Enroute. The default selected is Enroute.
4. Allotted Taxi Time: Enter the allotted taxi time in minutes.
5. Dept. : Enter departure.
6. Dest. : Enter the destination facility code.

7. RWY Configuration: Enter the runway configuration.
8. Aircraft Category:
   - AC: Enter the Air Carrier category in the space provided.
   - AT: Enter the Air Taxi category in the space provided.
   - GA: Enter the General Aviation category in the space provided.
   - MI: Enter the Military category in the space provided.
9. Start Time: Enter the start time for this entry.
10. End Time: Enter the end time for this entry.
11. Duration: Enter the duration (in minutes) of this entry.
12. Avg. Delay: Enter the average delay (in minutes) for this entry
13. Max. Delay: Enter the maximum delay (in minutes) for this entry.
14. Impacting Condition: Click the drop down list to select a condition.
15. Negative Delay Report: Check this box if there are no delays to report for today.

To edit an existing OPSNET entry, perform the following steps:

1. Load the desired, previously submitted, OPSNET entry using the normal Edit/cycle found in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Modify any of the fields required.
4. Add remarks as required to explain the change
5. Click the <Submit> button.

4.18 How To Use the SUA Template

To access the Special Use Airspace (SUA) template, click on the SUA tab.

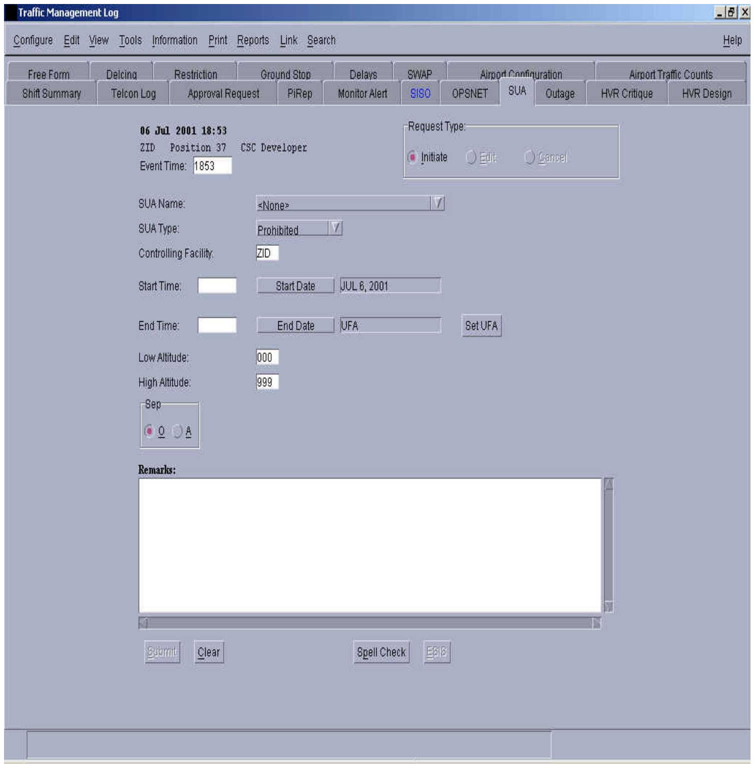


Exhibit 4-17. SUA Template

To add a new SUA template entry, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. SUA Name: Select the correct SUA name by clicking on the drop down list. When you select this name, all other fields are set to the SUA name's default values. The list of SUAs seen is configurable by each facility.
3. SUA Type: Select the type of special use airspace this is being declared as by clicking on the drop down list.
4. Controlling Facility: In the space provided, enter the controlling facility's code.
5. Start Time: Enter the time this special use airspace goes into affect.
6. Start Date: Click on the <Start Date> button to bring up a calendar. Click the appropriate month/day/year that this SUA will go into affect.
7. End Time: Enter the time this special use airspace completes.
8. End Date: Click on the <End Date> button to bring up a calendar. Click the appropriate month/day/year that this SUA will end on.
9. Set UFA: Click the <Set UFA> to set the end date to UFA.

10. Low Altitude: Enter the low altitude for this SUA.
11. High Altitude: Enter the high altitude for this SUA.
12. Sep : Click either O or A here.

To edit an existing SUA entry, perform the following steps:

1. Load the desired, previously submitted, SUA entry using the normal Edit/cycle found in Section A.3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Modify any of the fields required.
4. Add remarks as required to explain the change
5. Click the <Submit> button.

4.19 How To Use the Outage Template

To access the Outage template, click on the Outage tab.

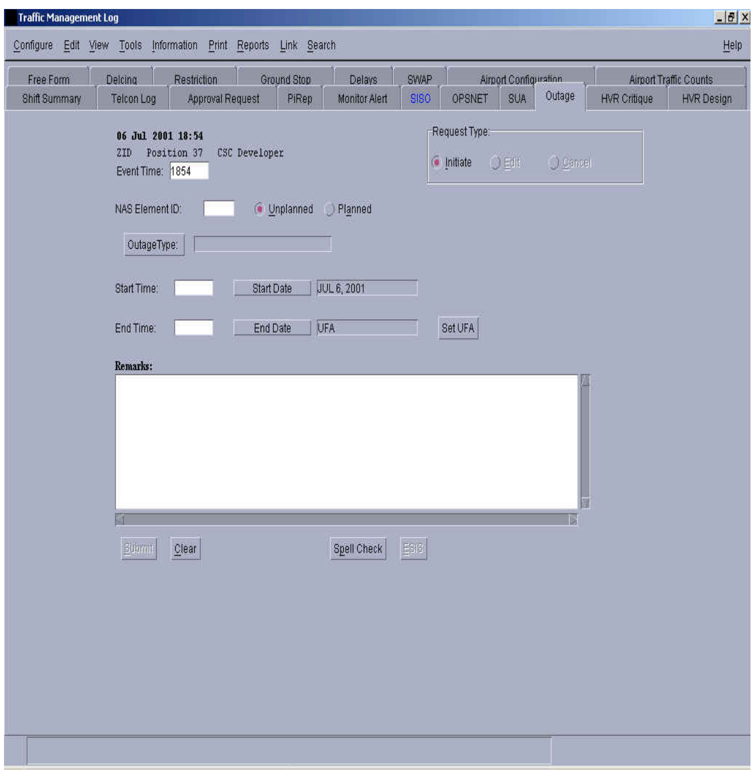


Exhibit 4-18. Outage Template

To create a new Outage entry, perform the following steps:

1. Ensure the correct specialist ID is selected.
2. NAS Element ID: Enter the proper NAS element identifier for this outage.
3. Click Unplanned if this is an unplanned outage or Planned if it has been planned.
4. Outage Type: Click the <Outage Type> button and you are presented with a folder tree of different types. To navigate through the tree, click the + sign next to the category of outage type you'd like to select. When you have found the appropriate type, click on it.
5. Start Time: Enter the start time for this outage.
6. Start Date: Click on the <Start Date> button to pull up a calendar. Select the appropriate month/day/year the outage has begun or will begin.
7. End Time: Enter the time this outage ends.
8. End Date: Click on the <End Date> button to pull up a calendar. Select the appropriate month/day/year the outage has finished or will be completed.
9. Set UFA: Click on the <Set UFA> button to place UFA in the End Date field.

To edit an existing Outage entry, perform the following steps:

1. Load the desired, previously submitted, Outage entry using the normal Edit/cycle found in Section 3 of the Appendix.
2. Ensure the correct specialist ID is selected.
3. Modify any of the fields required.
4. Add remarks as required to explain the change
5. Click the <Submit> button.

Section 5 — Notes

AAR	Airport Acceptance Rate
ADR	Airport Departure Rate
APREQ	Approval Request
ATCSCC	Air Traffic Control System Command Center
EDCT	Ground Delay Program
ESIS	Enroute Status Information System
ETA	Estimated Time of Arrival
ETMS	Enhanced Traffic Management System
FAA	Federal Aviation Administration
FSM	
GMT	Greenwich Mean Time
GS	Ground Stop
HVR	Historically Validated Restrictions
ID	Identifier
MINIT	Minutes in Trail
MIT	Miles in Trail
NAS	National Airspace System
NRP	National Route Program
OI	Operator Initials
PIREP	Pilot Report
RSTN	Restriction
SISO	Sign In/Sign Out
SWAP	Severe Weather Avoidance Program
TRACON	Terminal Radar Approach Control

Appendix A — Miscellaneous

This appendix contains miscellaneous additional information which could be useful to specialists who are new to the TM Log Program. The information includes an outline of basic editing and other data entry functions, a more detailed description of Pending Window operations, detailed instructions for using the Menu structure to configure the TM Log interface and communication parameters, and data entry tables which give more in-depth information for data entry in individual templates. In addition, several multistep drop-down menu processes used for data entry, are illustrated for reference.

A.1 TM LOG Basic Functions

Templates may contain action push buttons such as those described below. Not all functions are available on every template. Refer to Exhibit 3-1 for individual template use and this Appendix for further information.

- **Submit** — Clicking this button sends the log entry to the database for insertion in the local log. Under certain conditions, a notification of data entry may also be sent to addressed facilities and/or positions.
- **Clear** — Clicking this button clears the template of all user-entered information, and resets page defaults.
- **Spell Check** — A Spell Check capability has been implemented for all free form text fields.
- **Update** — The <Update> button on the View Log screen updates the listing of available log files in the currently specified directory. The <Update> button in the Subscription configuration window is equivalent to 'Save, with no exit'. Update, in future versions, will also be used to refresh the screen to reflect incoming data fed from other programs. Where the <Update> button is available on screens other than those outlined above, pressing Update will not produce any visible results as yet.

A.2 Header Menus

In addition to the common log functions noted above, drop-down menus at the top of each template screen can be accessed at any time.

- **Configure** — The Configure Menu allows position configuration to display the tabs and templates associated with logging/coordination activities most common to that position. Subscriptions can be defined using this menu as well.
- **Edit** — The Edit Menu provides a menu version of common Windows copy/cut/paste functions that can be applied to any user entered/free form text within any template. These functions are also available using standard CTRL character conventions (ALT_underlinedcharacter).

- **View** — The View Menu provides a means for selecting and displaying current and previous position logs, configuring viewable windows of specific log entry types, and viewing the allowable types of log entries made by other positions or facilities across NAS.
- **Tools** — The Tools Menu contains tools that aid the user in working with the program.
- **Information** — The Information Menu is used to display information about the current or previous log, user lists, as well as other useful information.
- **Print** — The Print Menu provides a facility for directing a file for printing to a designated printer, by opening the print dialogue normally available on the local host system.
- **Reports** — The Reports menu allows the user to print reports by facility or position.
- **Link** — The Link Menu allows users to create, edit or view links to a Ground Delay Program.
- **Search** — The Search Menu provides a means for the specialist to 'find' similar data in within the Current Log.
- **Help** — The Help Menu allows the user to access the online help facility and find version information about TM Log.

Note that in-context Help is available by passing the cursor over a template field label, which will cause a description of that field to be displayed in a temporary window.

Many standard Windows conventions are implemented for TM Log, V1.00, including the following:

- The **<Tab>** key may be used to move between fields.
- Backspace functions to remove characters individually.
- To select all, or part, of a user entry: Position the cursor over the text to be selected – to the immediate right or left of its start/stop point. Depress the left mouse button and hold it down. Drag over the rest of the text to select it.
- Cut, copy, and paste using **<Ctrl-X>**, **<Ctrl-C>**, and **<Ctrl-V>** respectively.
- **ALT-character** may be used to open selected menus and templates (indicated by underlined titles, for example, the Configure menu can be accessed by pressing **<Alt-C>** simultaneously).

A.3 Basic Editing Concepts

Editing text in a template prior to submission of the original entry is done according to standard text editing procedures.

'Cut and Paste' is allowable within templates only, between user-enter text fields.

'Copy and Paste' operations can be used to copy information from the Current Log for entry into other templates. Logs and views are reports and cannot be directly altered. However, items may be copied from views.

The following guidelines generally apply when attempting to edit an entry previously submitted:

- Log entries are recalled to the appropriate template for editing by clicking on the original entry in the Current Log.
- The original event time will be used unless modified by the user.
- Previously submitted entries cannot be deleted from the log.
- Changes to only the Remarks field will not be allowed for Restrictions or Ground Stops.
- If *Edit* is selected in the Request Type panel, the original entry will be overwritten and an "(E)" will be appended to it in the Current Log. If *Submit* is selected, a new entry will be created.
- If *Edit* is selected for a Free Form entry, the entry will be sent to all currently designated forward recipients. The forwarded text will have an "(E)" appended to it as noted above.
- Shift Summary entries will always append to the end of the Summary, and cannot be amended.

To edit text within the current template, prior to submitting it:

- Ensure the desired log entry is in the current template window.
- Select the text or field you wish to amend (edit).
- If there is currently no text in the field, begin typing at the cursor position.
- If there is text to be replaced, select (highlight) the area of text to replace and type in the new entry over it.
- To delete text currently entered, highlight the area of text to remove, and use the Enter key.
- To add/replace another item selection from a list, click on the new item in the list (if menu/drop-down list) to select, and re-select the item to be removed.
- To change the selection in a check box, select the check box to change, and left click to remove or add a checkmark.

A.5 Pending Window

When the TM Log Program is opened and a specialist is signed in, the Pending Popup window will appear on the display.

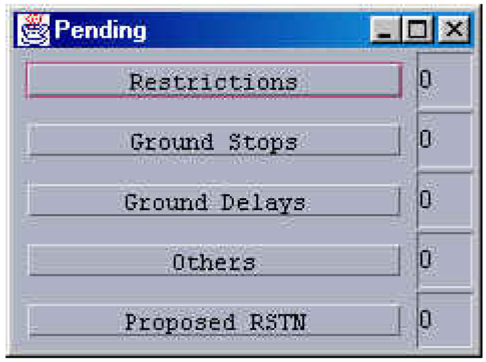


Exhibit A-1. Pending Window

Purpose of the Pending Window

The Pending Window provides a means for actively notifying position specialists when certain types of new log entries or requests have been successfully submitted to the database.

It may be minimized or expanded using standard Windows techniques (buttons to the top right of the Pending window).

Pending Window Concepts

Pending Window notifications are designed to alert specialists in a timely manner when critical entries are submitted to the database at other facilities or positions.

The following categories of messages are available through the Pending Window mechanism for V1.00:

1. Restrictions
2. Ground Stops
3. Ground Delays
4. Others
5. Proposed RSTN

'Ground Delays' are automatically inserted into the log by ETMS. When a new ground delay is added, the amount Ground Delays shown in the Pending Window increases by one.

'Other' messages are currently implemented only for Free Form log entries, when actively forwarded to the position. In a future version of TM Log, this will also increment as advisories are inserted into the log. TM Log will automatically add advisories to the log.

'Proposed RSTN' messages are used to display a list of restrictions other sites are submitting to the ATCSCC for approval that may affect your facility. Clicking this button is optional and the list will automatically be purged once the restriction is approved or disapproved.

All log entries 'received' through the Pending window alerting facility will be added to the local position log automatically.

The receiving position must be appropriately subscribed to the entry type and originating facility in order for notifications to be shown in the Pending window.

Refer to Section A.10 for details on how to set up Notifications.

The number to the right of each message label indicates the number of messages currently unread for each category.

The number box associated with each type of Message will be bordered with a red line, and will contain a number (greater than 0) when a new message of that type is received.

To view log entries for which Pending Window notifications have been received:

1. Click on the label for the type of message that has been received.
2. A list of messages of that type still in the queue will be displayed in a popup window.
3. Click on the desired entry description in the displayed list.
4. One of the following will occur:
   a. If the message is received at a position subscribed with Approval Rights for the facility sending the new request, and the notification is for a Restriction message, the appropriate Restriction request will be loaded into the Restriction template.
   b. If the notification is for any other type of (nonapproval) log entry, a popup window will appear containing the parsed log entry.
4. Close the popup window, or complete Approval activity and submit the revised information to the database, as appropriate to the type of entry received.
5. Click on the top right corner to close any Popup window.
6. If there is any action required (such as Restriction Approval requests), fill in the appropriate information and submit the revised log entry. See Restrictions (ref) for further details on Approvals and other actions.
7. The pending message queue will be decremented by 1 when its associated message is selected.
8. No Notification will be sent if the "Notify" option is not selected, but the associated log entries will always be added to the Local Log.

A.6 TM Log Menus

This subsection details the various menus provided within the TM Log, which are used to configure the interface, support logging operations and produce reports. Access to, and use of, the Spell Check facility, is also included in this section.

There are 7 pull-down menus placed across of all templates, except the initial log in screen. These include Edit, Configure, View, Print, Link, Search and Help.

The Configure and View Menus provide the interface for setting up particular position specifications for use of the TM Log Program. Choose the Configure menu to select the Input Tabs to display at the position, to define Subscriptions, and to save both tab and subscription 'definitions'. Choose the View menu to define desired View windows allowing a view into entries made at other positions or facilities.

Header Menus can be accessed either by left clicking on the menu label, or by pressing the applicable **ALT/underlined_character** key combination.

Access to, and use of, the Spell Check facility, is also included in this section.

A.7 Edit Menu

To access the Edit menu, left click on the Edit menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (ALT-E in this case).

Exhibit A-2. Edit Menu

Purpose of the Edit menu

The Edit menu functions allow cut/copy/paste actions for any field where user entry is allowable. Text entries can be moved, copied and pasted between fields or forms.

Edit menu options use standard windows (MS) control functions to copy, cut and paste to and from the buffer (clipboard).

Note that the control characters (X,C,V depressed at the same time as the CTRL key – bottom left of your standard keyboard) have the same effect as using this menu to select the function.

To Cut text from any user entered field:

- Ensure you are viewing the template/log entry that contains the text to be cut.
- Select (highlight) the text to be cut, using the standard Windows technique for selection of text.
- Access the Edit menu and select (left click on) the "Cut-to-Clipboard" option.
- The selected text should disappear from the field where it was selected. It has been placed in the buffer/clipboard, and can now be pasted to another field, or, will be replaced in the clipboard when any other text is subsequently placed there by further user actions.

To Copy text from any user-entered field:

- Ensure you are viewing the template/log entry that contains the text to be copied.
- Select (highlight) the text to be copied, using the standard Windows technique for selection of text.
- Access the Edit menu and select (left click on) the "Copy-to-Clipboard" option.
- The selected text will remain intact in the field where it was selected. An exact copy of the selected text has been placed in the buffer/clipboard, and can now be pasted to another field, or, will be replaced in the clipboard when any other text is subsequently placed there by further user actions.

To Paste text from any user entered field, in any field that will accept user-entered text:

- Ensure you are viewing the template/log entry that contains the text to be pasted.
- Ensure you have either cut or copied the desired text to the buffer/clipboard. See above procedures.
- Position the cursor at the point where text currently in the clipboard/buffer is to be pasted, using the standard Windows technique for cursor placement.
- Access the Edit menu and select (left click on) the "Paste-to-Clipboard" option.
- The text in the buffer/clipboard will appear, beginning from the point at which the cursor is currently positioned.

A.8 Configuration Menu

To access the Configuration Menu, left click on the Configure label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (**ALT-C** in this case).

Exhibit A-3. Configuration Menu 1

Purpose of the Configuration Menu:

The Configuration Menu allows users to select templates/tabs for display at the current position, set up subscriptions, optionally include advisories in the log, and save current position preference configurations.

A.8.1 Input Tabs Option

The "Input Tabs" option allows specialists to set up easy access to templates commonly used at the particular position.

To configure available templates/tabs for display and access:

1. Select the Configure menu.
2. Select the "Input Tabs" option.
3. The Input Tabs sub-menu (shown in Exhibit ref) will be displayed.
4. Select each desired tab/template to display by checking (clicking) the box to the left of each template name.
5. Tabs for all the selected templates will appear on the refreshed TM Log screen.

Note: If you want the selected templates to return the next time you sign onto the application, you must click the Save button.

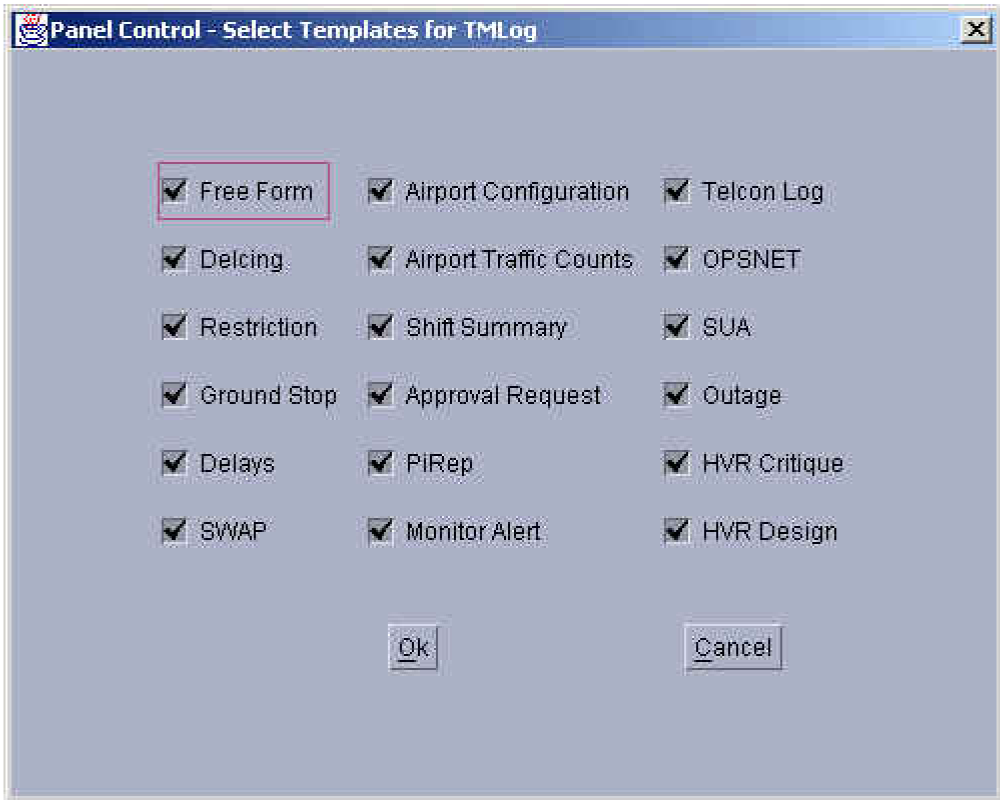


Exhibit A-4. Configuration Menu 2- Input Tabs Submenu Selected

A.8.2 Subscription Option

The "Subscription" option allows users to define certain types of log entries entered at other facilities, to be automatically added to the local position log. In addition, it is possible to configure any subscribed message type to alert the (position) specialist with a notification in the Pending window.

Positions with restriction approval rights for specific facilities will set up subscriptions to enable them to directly enter approval data on the Restriction request forms. This is accomplished by checking off the Approval Rights area on the Subscriptions definition page.

The current version of the TM Log allows subscriptions to be set up only for Restrictions (RSTN), Ground Stops (GS), Ground Delay Program (EDCT), and Other (Free Form) messages.

The following buttons are available on the Subscriptions creation/edit screen:

OK – Save the current definition and exit the Subscription screen.
Add – Add a new facility to the Subscription list. Click this after you have defined the Facility name and entry types.
Delete – Delete a facility from the Subscriptions list. Click this button after selecting the Facility name.

Update – Save the current definition and leave the Subscriptions screen open.
Cancel – Exit the Subscriptions screen without saving any non-saved activity.

To create a new Subscription:

1. Select the Configure menu.
2. Select the "Subscriptions" option.
3. The Subscriptions configuration screen will be displayed.
4. Enter a valid Facility ID in the box to the right of the Facility label.
5. In the 'Included in Log File' area, check off the types of log entries you wish included in the log at this position.
6. In the 'Notification Requested' area, check off the types of log entries you wish to see displayed in the Pending window when they are submitted by the originating facility.
7. ATCSCC only: In the 'Approval Required' area, check off the types of log entries for which this position will have Approval responsibilities. (Note: Indicating 'Approval Required' determines whether incoming requests will be automatically displayed in the appropriate template.)
8. Click the <Add> button.
9. To make another entry, follow the above procedure again.
10. To save the new entry, or entries, and leave the Subscriptions screen, click <OK>.

Once log entries for a particular facility are subscribed to, the facility name will be added to the list labeled 'Current Subscriptions' (to the right of the window).

To review current subscriptions:

1. Select the Configure menu.
2. Select the "Subscriptions" option.
3. Select the ID of the desired facility name in the Current Subscriptions panel to the right of the screen.
4. The subscription definition for the selected facility will be loaded into the window.

To edit one or more options for a current subscription:

1. Load the subscription definition for the desired facility into the screen as described above.
2. Amend the subscription by adding, or deleting, checked options (See above procedure for creating a new subscription).

3. To delete a previously selected “Subscription” option, click on the box containing the check mark beside the desired option.
4. To add a new “subscription” option for the selected facility, click on the box to the left of the option label as described for creating a new subscription above.
5. To save the revised Subscription and leave the Subscriptions screen, click <OK>.
6. To save the revised Subscription and continue Subscription activity, click the <Update> button.

To Delete a current subscription:

1. Load the subscription for the desired facility into the screen as described above.
2. Click the <Delete> button at the bottom of the screen.
3. The facility ID should disappear from the Current Subscriptions list.
4. Click the <OK> button to save the changes and leave the Subscription screen.
5. Click the <Update> button to save the changes and continue Subscription activity.

Entries predefined for the facility will be displayed in color. These entries may be selected to see what options have been set, but are not editable by the user. Predefined entries may not be deleted.

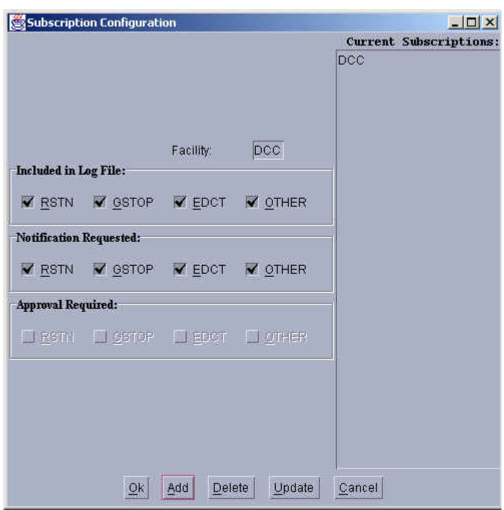


Exhibit A-5. Configuration Menu 2- Subscription Configuration Template

To save current Subscription and Input Tab definitions:

1. Select the Configure menu.

2. The following options will be displayed in the menu: Input Tabs, Subscriptions, Save.
3. Select the "Save" option.
4. All currently active tab selections and subscription definitions will be saved for the specialist on the local machine.

A.9 View Menu

To access the View menu, left click on the View menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (**ALT-V** in this case).

Exhibit A-6. View Menu Selections

A.9.1 Purpose of the View Menu:

The View Menu allows users to find and review existing log entries, and to set up fast access for viewing specific log entries from other facilities.

Views are generally set up for easy review of frequently accessed log entries. Views may be defined for any type of log entry that is not 'hidden' from view (by being created using Free Form – Local Only).

The following options are available through the View Menu:

- **Create View** – Allows specialists to define an individual view window to include selected log entries.
- **List Views** – All views can be 'named' (maximum of 5 characters). This option allows specialists to list the view names of active views at this position, and all views currently configured for the facility.
- **Edit View** – Allows specialists to edit the definition of a particular view.
- **Delete View** – Allows specialists to delete a particular view that is no longer required.

- **Activate/Deactivate View** – Allows specialists to select and activate/deactivate a particular view on the screen.

A.9.2 Create View Option

There are two types of views that can be configured:

- Internal (local to the facility)
- External (other facility log entries).

Any number of views may be configured and activated at any one time. Views may also be sized, moved and minimized using standard windows conventions.

Views allow the user to create separate view windows for log entries of specific types (such as all configured Restriction or Airport Configuration type entries from all configured facilities, or from all configured positions within the local facility).

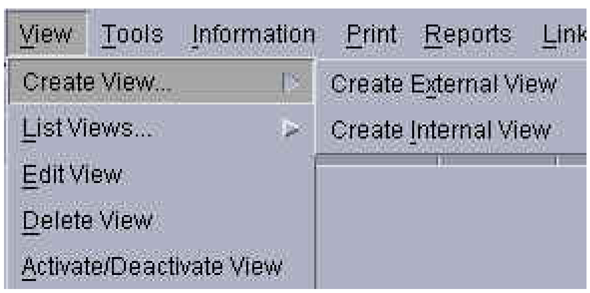


Exhibit A-7. View Menu 2 – Create View Submenu

The following (button) options are available for creating, editing, activating, and deactivating Views:

- **Save** – Saves the newly created view.
- **Cancel** – Exits View Design Template window, without saving.
- **Activate** – Activates (and deactivates) the newest view designed using the template, after the view has been saved and before the design template window has been closed.
- **Apply** – Activates a selected view from the "Activate View" option window.
- **Delete** – Deletes the selected views. Views may not be deleted when active.

To create a new External view:

1. Select the "Create View" option under the View menu.
2. Select the "Create External View" option.

3. Name the view. A maximum of 5 characters is allowed for View names.

4. Add a description. It is recommended to make this very descriptive if you are making a number of views with similar names.

5. For each of the other fields, type in the IDs of facilities for which you wish to see log entries of the type specified. No spaces are allowed. Separate each facility ID with a slash (/).

6. Save the View before activating.

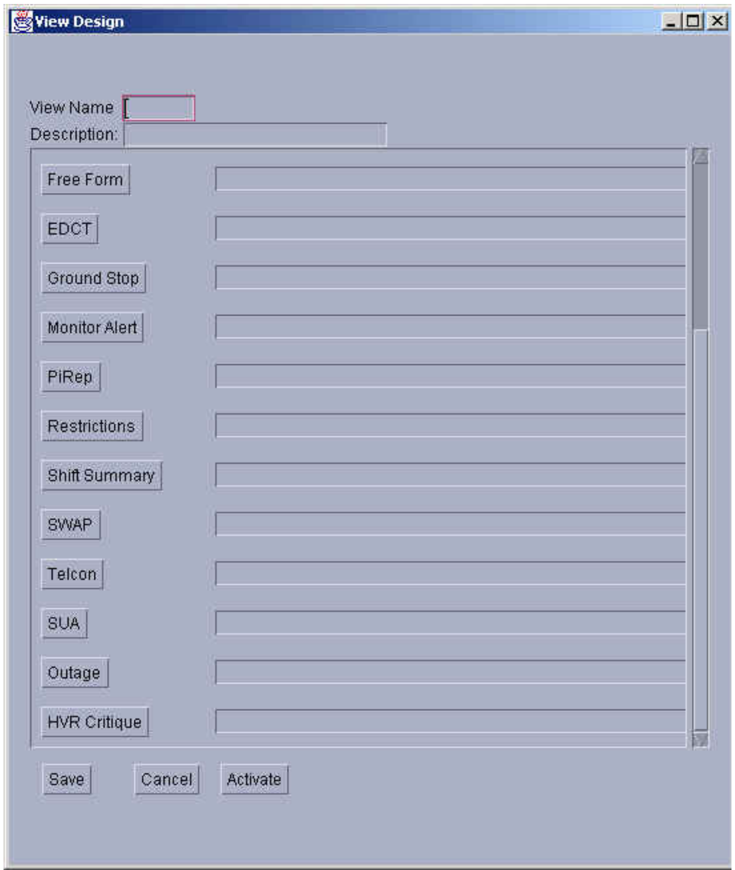


Exhibit A-8. External View Design Template

To activate and deactivate a new view from the Design Templates:

1. Select View Menu – "Activate View" option

2. Design a new view

3. Save the view

4. Press Activate once – the newly designed View will pop up in a window on your screen.

5. To close/deactivate – press the <Activate> button again.

To create a new Internal view:

1. Select the View Menu.
2. Select the "Internal View" option.
3. View Name: Type in a view name. A maximum of 5 characters is allowed.
4. Description: Add a description.
5. Position: Enter the one or more valid local positions. No spaces are allowed and each position must be separated by a slash (/).
6. For each of the other fields, check the boxes beside the types of log entries you wish to see for the specified positions.
7. Click the <Save> button to save the View before activating.
8. Click the <Activate> button to open the new view. It will open as a popup window on your screen, filled with any available log entries as defined in the view.
9. To open a new (or any) view after creation, other than the initial activation, use the "Activate View" menu option.

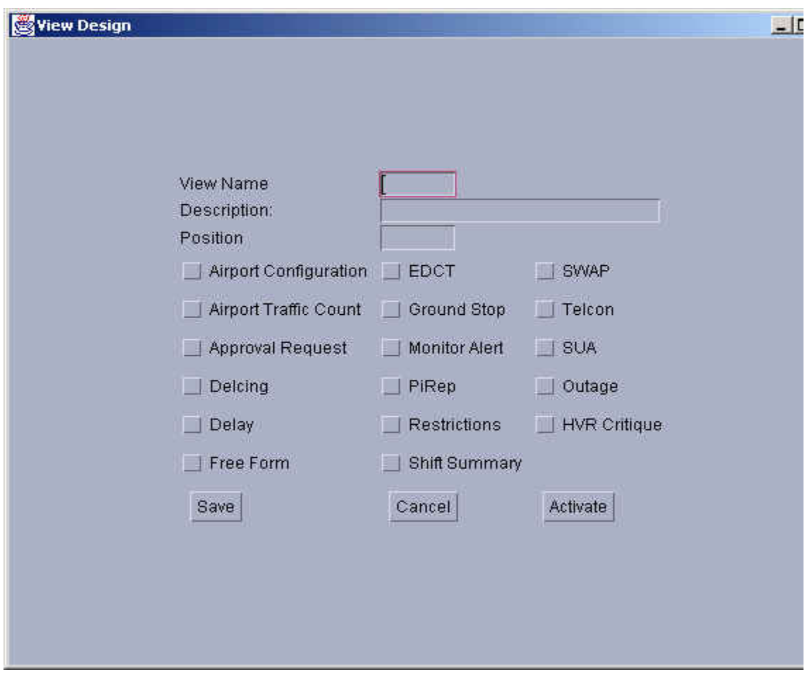


Exhibit A-9. Internal View Design Template

A.9.3 List Views Option

The "List Views" option allows users to display, and select from, specific lists of views.

1. **List User Views** – Lists all views defined for this position, active and inactive.
2. **List All Views** - Lists all views defined for this facility.
3. **List Active Views** - Lists all active (currently displayed) Views defined for this position.

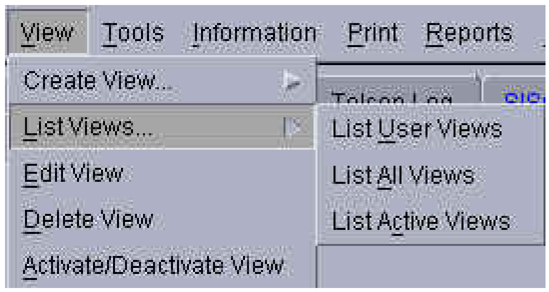


Exhibit A-10. View Menu 3 – List Views Submenu

A.9.3.1 List User Views

The option allows the user to look at the names of the views configured for this position.

1. Select the View menu.
2. Select the "List User Views" option.
3. A list of all views configured for this position will be shown in a popup window.
4. No other action is possible from this screen.
5. Close the screen by clicking on the X in the top right corner.

A.9.3.2 List All Views

This option allows users to look at the names of all views currently configured in the local facility.

To list all views:

1. Select the View menu.
2. Select the "List All Views" option.
3. A list of all views configured within the local facility will be shown in a popup window.
4. No other action is possible from this screen.
5. Close the screen by clicking on the X in the top right corner.

A.9.3.3 List Active Views

This option allows the user to look at the names of currently active views at this position.

1. Select the View menu.
2. Select the "List Active Views" option.
3. A list of all active views, at the current position, will be shown in a popup window.
4. No other action is possible from this screen.
5. Close the screen by clicking on the X in the top right corner.

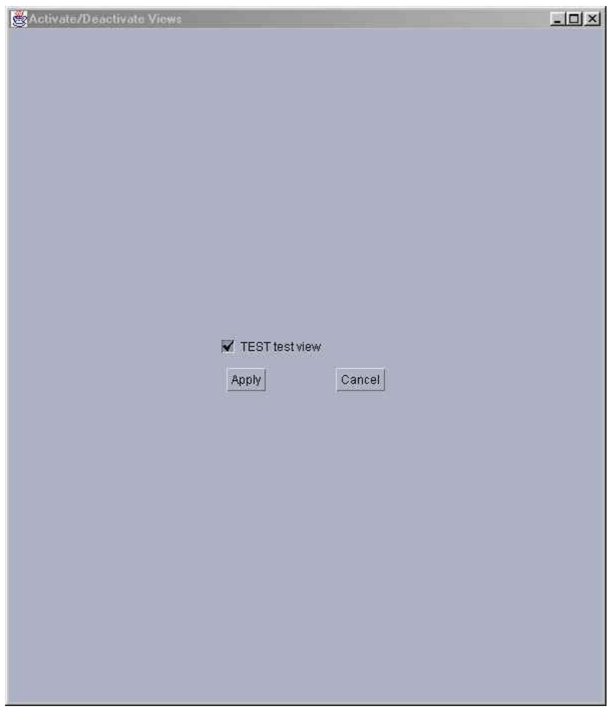


Exhibit A-11. List of Active Views

A.9.4 Activate View Option

This option allows users to activate and deactivate a view using the "Activate View" option.

To activate a view:

1. Select View Menu – Activate View
2. Check the boxes to the left of the view names you wish to activate.
3. Click the <Apply> button.
4. The selected views will open in popup windows on your screen, filled with any available log entries as defined in the view.

To deactivate a view:

1. Select View Menu – Activate View
2. Active views display with a checked box to the left of the name.
3. Uncheck the box (or all boxes) and click the <Apply> button.
4. To close the Activate View window (or any View menu window which has a Cancel button) without further action, click the <Cancel> button.

A.9.5 Edit View Option

To edit a view, perform the following steps:

1. Select the View Menu.
2. Select the "Edit View" option.
3. Ensure the box beside the view to be edited is checked.
4. Click the <Apply> button.
5. The view design template will open with the desired view loaded.
6. Change parameters as desired.
7. Resave the view by clicking the <Save> button.

A.9.6 Delete View Option

To delete a view (internal or external), perform the following steps:

1. Select View menu.
2. Ensure any view you wish to delete is not active.
3. Select Delete View.
4. A list of views available for deletion will appear. All views will be marked for deletion by default.
5. Uncheck the boxes to the left of the views you do not want to delete.
6. Click the <Delete> button.
7. Click the <Cancel> button to close the Delete View window.

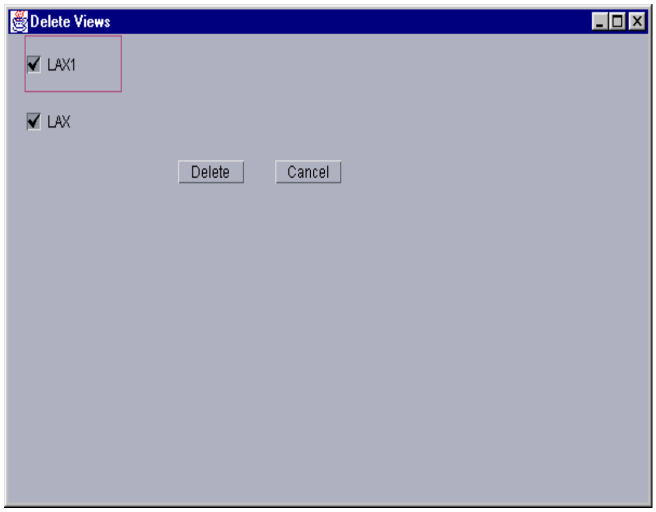


Exhibit A-12. View Menu – Delete Views Screen

A.10. The Information Menu

To access the Information menu, left click on the Information menu label.

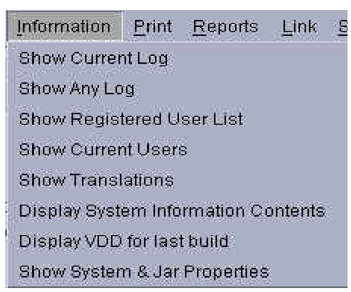


Exhibit A 10. Information menu

The Information menu is used to view the Current Log. It is also possible to view previous logs if they are available.

In later versions, a number of different reports will be available by way of this screen.

The following items are available on the Information menu. The first four are implemented for all users. The last one will be available for administrative use only, and is not described in this document at the present time.

- Show Current Log – Opens the Current Log in a read-only popup window.
- Show Any Log – Allows selection of other available log files for review in read-only windows.
- Show Registered User List – This displays a window containing all of the registered users.
- Show Current Users – Show all users currently logged onto the TM Log.
- Show Translations – Show the current list of translations.

“Show Current Log” option

Selecting this option opens the Current Log window. If it is already open and hidden, it will be popped to an icon, if necessary, and brought to the front of the display.

“Show Any Log” Option

Selecting this option opens a file browser panel, allowing the user to select a log of their choice to view. Log history file names are in the following format: XXXX_history_YYYYMMDD.pfs, where XXXX is the position and YYYYMMDD is the year, month, and day the file was created.

If the file you wish to view is currently listed in the File List box,

1. Select from the displayed list at the right (click once).
2. The name of the selected file will appear in the ENTER FILE NAME field at the bottom.
3. Click <OK>.

If the file you wish to open is located in another directory,

1. Enter a full pathname to the directory in the ENTER PATH OR FOLDER NAME field at the top of the window.
2. Select an appropriate file (type extension) Filter if required or desired by clicking on the down arrow beside the Filter label and selecting the correct file type.
3. Click the <Update> button to load the files of the default or selected filter type in that directory.
4. The list of log files contained in that directory will appear in the Files box to the right.
5. Select the file as outlined above.

Alternatively, if you know the file directory and name:

- Enter a full pathname (to directory) including the filename with extension in the Enter file name field at the bottom of the window
- Click the <OK> button

"Show Registered User List" Option

Clicking on this option displays a window containing all of the registered users for the position: their ID, name, and user type.

Click the X in the upper right hand corner of the window to close it.

"Show Current Users" Option

Clicking this option displays a window containing the current users logged into this position including their specialist ID, name, and user type.

Click the X in the upper right hand corner of the window to close it.

"Show Translations" Option

Clicking on this option displays a window containing the current translations available on the system.

Click the X in the upper right hand corner of the window to close it.

A.10 Print Menu

To access the Print menu, left click on the Print menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (ALT-P in this case).

The Print Menu, shown in Exhibit A-13, allows specialists to print out a selected report at a selected printer. Currently, there are two options available under the Print menu.

Current Log – This option prints the Current Log.
Any Log – This option allows the user to select and print any log file.

Exhibit A-13. Print Menu

A.10.1 Current Log Option

This option allows the user to print the Current Log. It will be printed on the standard operational log form.

To print the current Log:

1. Select the Print Menu.
2. Select Current Log.
3. The standard Print setup dialogue window will appear.
4. Ensure the appropriate printer is selected/configured.
5. Click <OK> at the bottom right of the Print setup window.

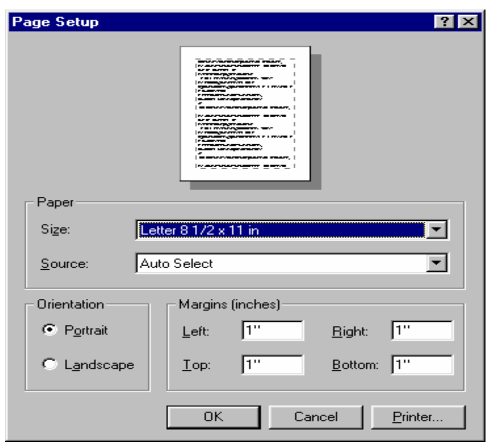


Exhibit A-14. Print Dialogue – Print Setup Screen

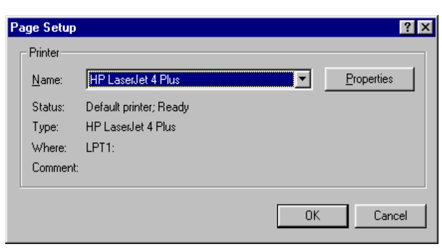


Exhibit A-15. Print Dialogue – Printer Selection Window

A.10.2 Any Log Option

To select any available log for printing:

1. Select the Print Menu.
2. The standard Print setup dialogue window will appear.
3. When the Print Setup is complete, press the <cancel> button.
4. A file selection window (below) will appear.
5. Select the desired log file to print (see Report Template instructions).
6. The Print menu will appear again. If all parameters are appropriately set, click the <OK> button. The selected document will be printed out on the designated printer.

Exhibit A-16. Select Report Dialogue Window

A.11 Reports Menu

To access the Reports menu, left click on the Reports menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underline letter in the label (**ALT-R** in this case).

Exhibit A-17. Reports Menu

To print a report, select the appropriate menu item. After you make your selection, a Print window will be displayed on your screen. Make the appropriate adjustments (if any) to the settings displayed, and then click <Print> and your report will be printed.

A.12 Link Menu

To access the Link menu, left click on the Link menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (**ALT-L** in this case).

Purpose of the Link Menu

The Link menu is used to create, edit, and delete links to the Ground Delay Program.

The Link Menu has 3 options:

- **Create GDP Links** – Create a link for the selected Log Entry to the Ground Delay Program
- **Edit GDP Links** – Edit the a GDP link
- **Display GDP Links** – Display current GDP links

A.13 Search Menu

To access the Search menu, left click on the Search menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (**ALT-S** in this case).

Purpose of the Search Menu

The Search Menu provides a means for the specialist to 'find' similar data in within the Current Log window.

Exhibit A-18. Search Menu

The Search menu currently only has one option.

- "Search Current Log" Option

To search the current log for similar words or phrases:

- Click on the “Search Menu” option to open the Search dialogue box.
- Enter the word or phrase to search for (in the Current Log).
- If case matching is desired, check the appropriate box.
- Click the <OK> button.

The search will find and highlight all similar items in the open Current Log window.

A.17 Help Menu

To access the Help menu, left click on the Help menu label at the top of any template (except at the initial Sign on window), or use standard windows conventions for accessing a menu using the command allocated to the underlined letter in the label (**ALT-H** in this case).

Purpose of the Help Menu

To access in-context Help within individual templates, hold the mouse cursor over field labels to display information regarding the associated field.

Exhibit A-19. Help Menu

To access the TM Log online help facility:

1. Select the Help Menu.
2. Click on the “Contents” option.
3. Click on the category of information that you would like to access (see Exhibit A-20) or click the magnifying glass to search for information (Exhibit A-21).
4. If you clicked on the magnifying glass, enter keywords in the space provided that would describe what you are looking for. Hit <Enter> to begin the search.
5. Click on the X in the upper right hand corner of this window to exit the help system.

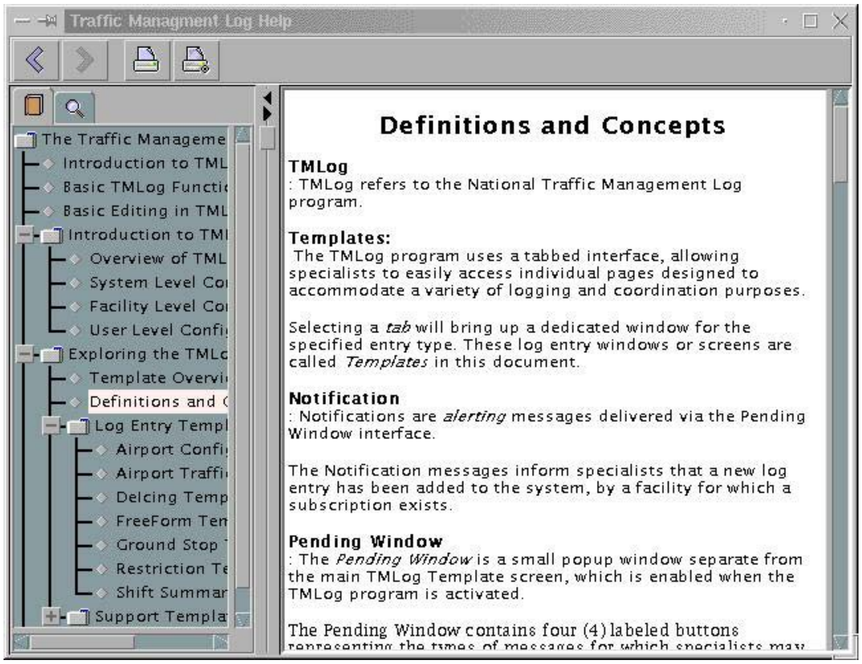


Exhibit A-20. Help Menu – Contents Browsing

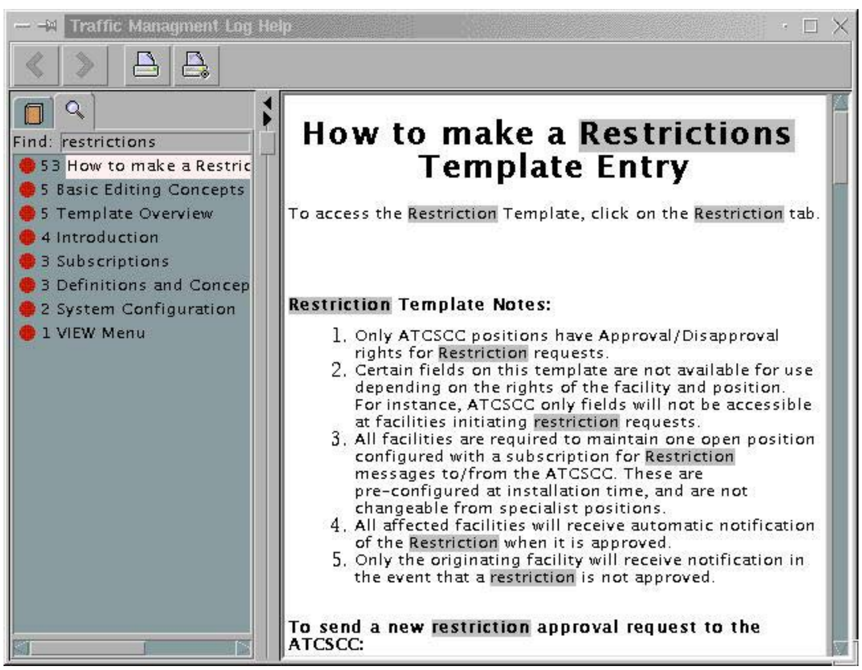


Exhibit A-21. Help Menu – Contents Keyword Search

To see the current TM Log Version number:

1. Select the Help Menu.
2. Click on the "About" option.
3. Click <OK> to remove the Version popup window.

Exhibit A-22. Help Menu – About Option

A.18 Spell Check Facility

To access the Spell Check facility, click on the <Spell Check> button, located at the bottom of each template (except at the initial Sign On screen).

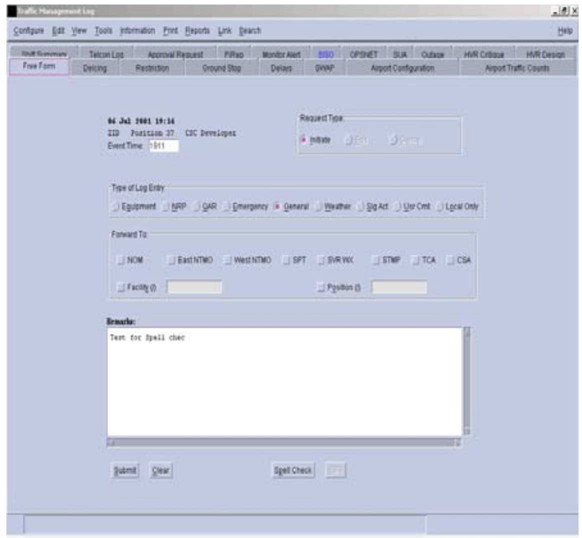


Exhibit A-23. Spell Check Activity: Text Highlighted for Checking

To check a single word, or block of text, for spelling errors:

1. Select text to check for spelling.
2. Click the <Spell Check> button.
3. If there are no spelling errors, the spell check program will not open.
4. If the Spell Checker finds an 'error' according to its own dictionary, the following screen will appear, showing the word being checked, suggestions for corrections, and the standard function buttons on the right side – Replace, Replace All, Ignore, Ignore All, Learn, Stop.
5. Chose **Replace** to replace the 'error' word with a word selected from the suggestion list (highlight the suggestion word by scrolling down the presented list of suggested words/spellings, and left clicking on the word you prefer to use).
6. Chose **Replace All** to replace all occurrences of the 'error' word in the current document.
7. Chose **Ignore** to ignore the spelling of the 'error' word despite the fact that the spell checker believes it to be an 'error'.
8. Chose **Ignore All** to ignore all occurrences of the 'error' word in the current document.
9. Chose **Learn** to add the 'error' word to the Spell Checker dictionary. If added, from then on, that particular 'word' will not be identified as an 'error'.
10. Chose **Stop** – to stop the system for checking for other occurrences of the same spelling within the current document. The Spell Check window will close.

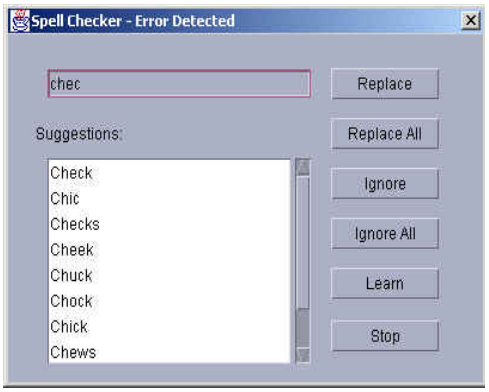


Exhibit A-24. Spell Check Activity - Suggestions for Changing the Selected Word/Phrase

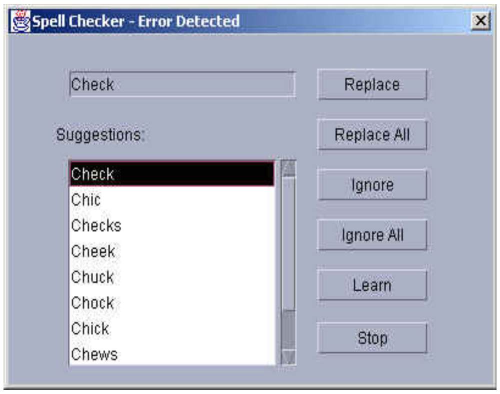


Exhibit A-25. Spell Check Activity: Selecting a Suggestion To Replace the Selected Word/Phrase

A.19 Data Entry Tables

Exhibit A-26. Free Form Template – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, Type of Log Entry, Remarks
Optional Field Entries	Forward To, Facility, Position
Allowable Functions	Submit, Clear, Spell Check (user entered text fields only)
Defaults	Event Time: current GMT time, Request Type: Initiate, Type of Message: General
Field Characteristics	Event Time – 4 figure, Greenwich Mean Time (GMT)

	Remarks – up to 1024 alphanumeric
	Facility – 5 alphanumeric, no spaces, multiple facilities allowed, separate with / (external address)
	Position – drop-down menu selection

Exhibit A-27. Deicing Template – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, DeIcing Status, Airport, AAR, ADR (AAR and ADR are not mandatory if the DeIcing Status is Out)
Optional Field Entries	Remarks
Allowable Functions	Submit, Clear, Spell Check (user entered text fields only)
Defaults	Event Time: current GMT time, Request Type: Initiate, Deicing Status: In
Field Characteristics	Event Time – 4 figure GMT
	Airport – 5 alphanumeric
	AAR – 5 numeric, range 1-99999
	ADR – 5 numeric, range 1-99999
	Remarks – up to 1024 alphanumeric

Exhibit A-28. Restriction Template – Data Entry Table

Field	Required Entry	Entry Action	Other
Event Time	Yes	Enter a 4 digit GMT.	Default is the current GMT time. 4 digit GMT between 0000 and 2359
Request Type	Yes	Select one of: Initiate, Modify or Cancel.	Default is Initiate To access Modify or Cancel, a previous restriction entry must be available and loaded into the template.
Aircraft Type	Yes	Select All, Jet, Prop, or Other as appropriate to the affected types of aircraft. If Other is selected, the aircraft type must be manually entered in the text field.	Default is All.
Requesting	Yes	Enter the ID (valid) of the facility originating the restriction	Default is the local facility.

		request.	"Imposed by" 5 alpha
Providing	Yes	Only one facility may be identified in this field.	"Imposed on" 10 alphanumeric
Start Time	Yes	Enter a 4 digit GMT Start time for the restriction.	4 digit GMT between 0000 and 2359
End Time	Yes	Enter a 4 digit GMT End time for the restriction.	4 digit GMT between 0000 and 2359
EnRoute/Departure /Arrival	Yes	Click on the appropriate button for the type of air traffic that the restriction is for.	Default is EnRoute.
Airport	No	Enter a slash delimited list of valid airports.	20 alphanumeric
NAS Element	No (unless Enroute request)	Via (NAS Element): Enter a valid fix or airway ID.	10 alphanumeric
Impacted Element	No	Enter facility IDs of other facilities directly affected by approval of the currently requested restriction.	42 alphanumeric If more than one Impacted Element, separate elements with '/'. .
Causal Factors	Yes	Click on the Causal Factors box to bring up the Causal Factors window for selection from common Causal Factors. To enter a reason not available via the drop-down menus, select Other from the Causal Factors menu window.	Match OPSNET requirements. 2 levels: Category and Reason If Other is selected at either level, a typed in Reason or Explanation is required.
ATCSCC Approval OI	Yes (for ATCSCC only)	Enter the OI of the specialist approving the restriction request.	2 alpha Field will be grayed out when position is designated a field facility.
ATCSCC Approval time	Yes (ATCSCC only)	Enter a 4 figure GMT.	4 numeric Field will be grayed out when position is designated a field facility.
Approve/ Disapprove	Yes(ATCSCC only)	Available for selection only at the ATCSCC. Left click on button to left of either the Approve or Disapprove label.	Request for approval indicated if from initiating facility. Status of approval indicated if from ATCSCC. Approve is selected by default.

Field	Required Entry	Entry Action	Other
MIT/MINIT Select	Yes	Select either MIT or MINIT.	MIT = Miles in Trail

Box			MINIT = Minutes in Trail One only may be selected. MIT is selected by default.
MIT/MINIT restriction	Yes	Enter the appropriate number of MIT or MINIT.	MIT/MINIT value. 6 numeric.
ALT/SPD	Yes	Select either Altitude or Speed.	
ALT or SPD	Yes (either ALT or SPD)	Either ALT or SPD restrictions must be quantified in this field, depending on which field is present due to initial ALT/SPD selection.	For ALT: AOA, AOB or FL 5 numeric
Qualifier	No	Optional. Left click on the down arrow area to view drop-down menu and make a selection.	Default: None Drop-down menu selection.
Exclusions	No	Type in details for Exclusions.	10 alphanumeric.
Justification/ Remarks	Yes (Originating facility only).	Used by initiating facility only. FREE FORM field. Enter any other information pertinent to the restriction request. No restriction will be approved unless this field contains remarks.	256 alphanumeric No default. Field will be grayed out when position is designated ATCSCC.

Field	Required Entry	Entry Action	Other
ATCSCC Remarks/Critique	No (ATCSCC only)	Used by ATCSCC only. Free form entry. Enter any remarks or critiques as desired to document /amend restriction request approval or denial.	1024 alphanumeric. No default. Field will be grayed out when position is designated a field facility.

Exhibit A-29. Ground Stop Template – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, Aircraft Type, Airport/Navaid, Impacted Element, Start Time, End Time, Causal Factors
Optional Field Entries	Tier/Facility, Exclusions, Remarks
Allowable Functions	Submit, Clear, Spell Check (user entered text only)
Defaults	Event Time: current GMT time, Aircraft Type: All, Request Type: Initiate
Field Characteristics	Event Time, Start Time, Stop Time, ATCSCC Approval

	Time – 4 numeric GMT
	(Aircraft Type) Other: 6 alphanumeric
	Airport: 5 alphanumeric, must be valid airport ID
	Impacted Area: 10 alphanumeric
	Exclusions: 10 alphanumeric
	Remarks: 1024 alphanumeric

Exhibit A-30. SWAP Template – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, SWAP Status
Optional Field Entries	Facility, Fix or Route, SWAP aircraft until, Remarks
Allowable Functions	Submit, Clear, Spell Check (user entered text fields only)
Defaults	Event Time: current GMT time, Request Type: Initiate, SWAP Status: Enter
Field Characteristics	Event Time, SWAP aircraft until: 4 numeric GMT
	Facility: 5 alphanumeric
	Fix or Route: 5 alphanumeric
	Remarks: 1024 alphanumeric

Exhibit A-31. Airport Configuration – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, Airport, Approach
Optional Field Entries	Arrival Runways, Departure Runways, AAR, ADR, Remarks
Allowable Functions	Submit, Clear, Spell Check
Defaults	Event Time: current GMT time, Request Type: Initate, Approach: ILS
Field Characteristics	Event Time – 4 numeric, GMT
	Airport: 5 alphanumeric, must be valid airport facility ID
	AAR, ADR: 5 numeric, range 1-99999, not validated
	Remarks: 1024 alphanumeric

Exhibit A-32. Airport Traffic Counts – Data Entry Table

Mandatory Field Entries	Event Time, Airport
Optional Field Entries	Remarks, Counts
Allowable Functions	Submit, Clear, Refresh Table, , Spell Check (on free form text entries only).
Defaults	Event Time: current GMT time, Table: Time column set to LOCAL, Arrivals and Departures prefilled with zeros
Field Characteristics	Event Time, Local Time – 4 numeric, GMT
	Airport: 5 alphanumeric
	Counts: 5 numeric
	Remarks: 1024 alphanumeric

Exhibit A-33. Shift Summary – Data Entry Table

Mandatory Field Entries	Event Time, Shift
Optional Field Entries	Remarks
Allowable Functions	Submit, Update, Spell Check
Defaults	Event Time: current GMT time, Shift: Day
Field Characteristics	Event Time – 4 numeric GMT
	Remarks: 1024 alphanumeric

Exhibit A-34. Telcon Log – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, Telcon Event
Optional Field Entries	Special/Planning, Local Time, Reason, Participants (ATCSCC, Primary Airlines, Secondary Airlines, Centers, TRACONs, Towers, Regions), Remarks
Allowable Functions	Submit, Clear, Spell Check
Defaults	Event Time: current GMT time, Request Type: Initiate, Telcon Event: 0815L
Field Characteristics	Event Time, Local Time – 4 numeric, GMT
	Reason: 1024 alphanumeric
	ATCSCC Participants (each type): 256 alphanumeric

Exhibit A-35. Delays – Data Entry Table

Mandatory Field Entries	Event Time, Request Type, Type of Delay, Facility Holding (required for arrival and enroute delays), Causal Factors (required if Delay is not set to zero), Destination/Departure Airport, Delay (+/- and relative time drop-down menu) , Number of Aircraft (required for departure delays)
Optional Field Entries	Remarks
Allowable Functions	Submit, Clear, Spell Check
Defaults	Event Time: current GMT time, Request Type: Initiate, Type of Delay: Arrival, Facility Holding: local facility (i.e. ZNY), Delay: +0–
Field Characteristics	Event Time – 4 numeric, GMT
	Facility Holding – 5 alphanumeric
	Destination Airport – 5 alphanumeric
	Remarks: up to 1024 alphanumeric characters

Exhibit A-36. SISO Template – Data Entry Table

Mandatory Field Entries	Event Time, Specialist ID, Position
Optional Field Entries	Trainee Access Level (check box)
Allowable Functions	Sign Off and Exit, Sign Off User, Sign On User, Replace User, Combine
Defaults	Event Time: current GMT time (not modifiable)
Field Characteristics	Event Time – 4 numeric, GMT
	Specialist ID – 2 alpha, must be valid
	Trainee ID – 2 alpha, must be valid

Submenu Selection Processes

Tier Selection Process

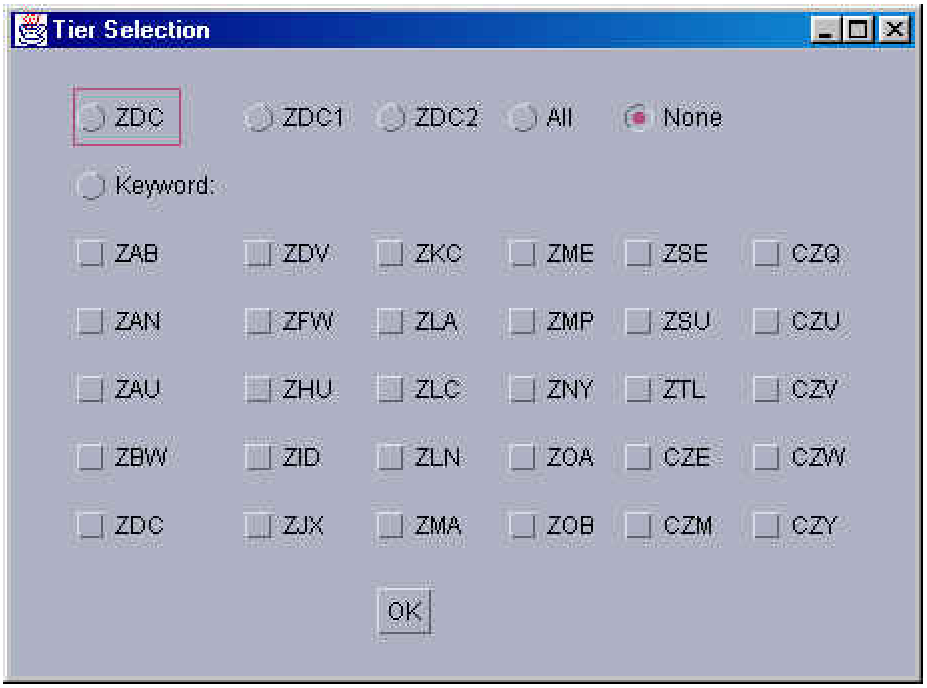


Exhibit A-37. Ground Stop Tier Selection 1 – Basic Tier Selection Screen

Select the Top Tier, from the top line of Tier options. The system will automatically fill in the tier facilities (bottom group of options – below Keyword label) for this facility.

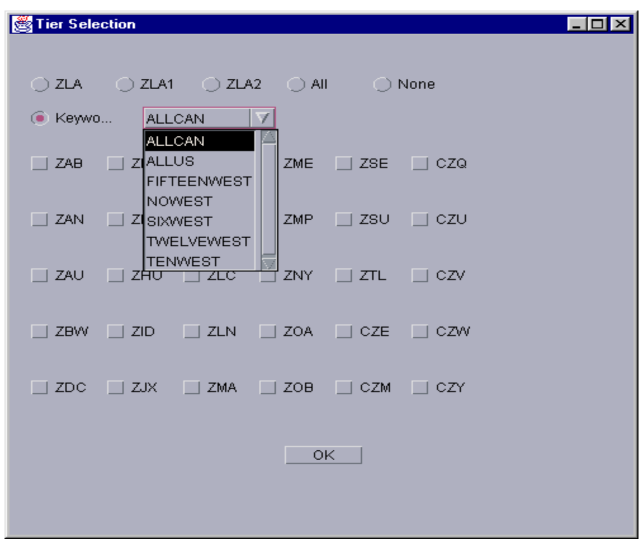


Exhibit A-38. Ground Stop Tier Selection 2 – Keyword Selection

Causal Factors Selection Process

Causal Factors match OPSNET requirements. Selection of Causal Factors is required for completion of several log and coordination submissions, and are consistent throughout TM Log.

The menu system is intuitive and involves selecting both a general category of reason, as well as a more specific explanation.

It is possible at both levels to select 'Other'. Where Other is selected, it is necessary to include a typed in explanation, in the field on the primary template beside the Causal Factor - Other label.

When both a category and a reason have been selected, they will be displayed in the area near the Causal Factor label.

The following screen illustrations show the full range of Causal Factor possibilities to select from.

The general Categories of reasons include: Weather, Equipment, Closed Runway/Taxiway, Volume, TM Initiatives and Other Reason.

Where there is a box with a + in it to the left of the reason label, it can be expanded by clicking on the box, to display the selected category reason options.

Exhibit A-39. Restriction Template – Causal Factor Popup – TM Initiatives Selections

Exhibit A-40. Restriction Template – Causal Factor Popup – Volume selections (Expanded)

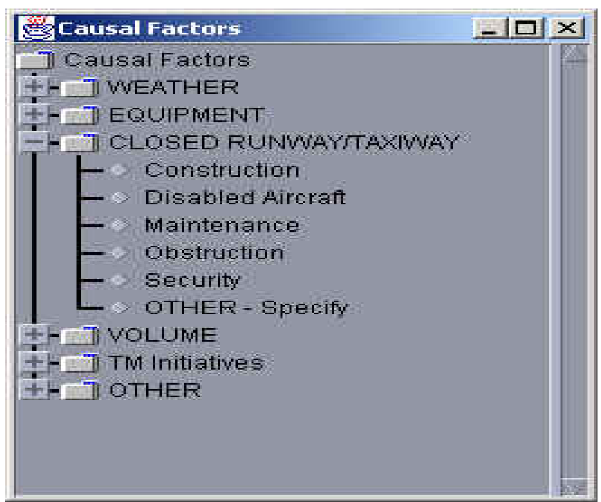


Exhibit A-41. Restriction Template – Causal Factor Popup – Runway/Taxiway Selection

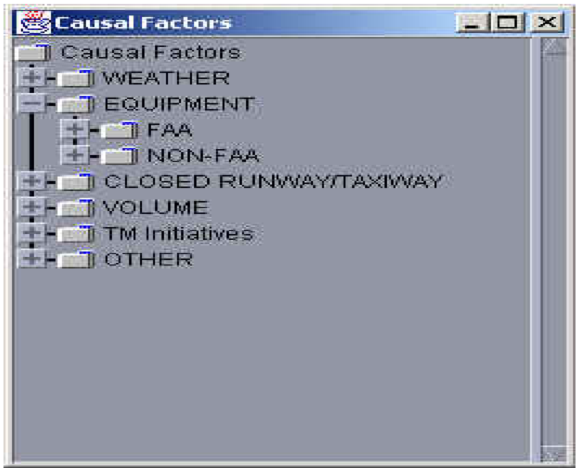


Exhibit A-42. Restriction Template – Causal Factor Popup – Equipment Causal Factors

Exhibit A-43. Restriction Template – Causal Factor Popup

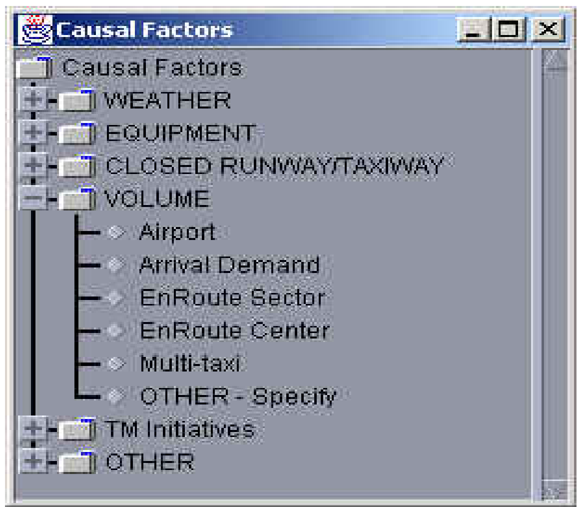


Exhibit A-44. Restriction Template – Causal Factor Popup – Volume Selections

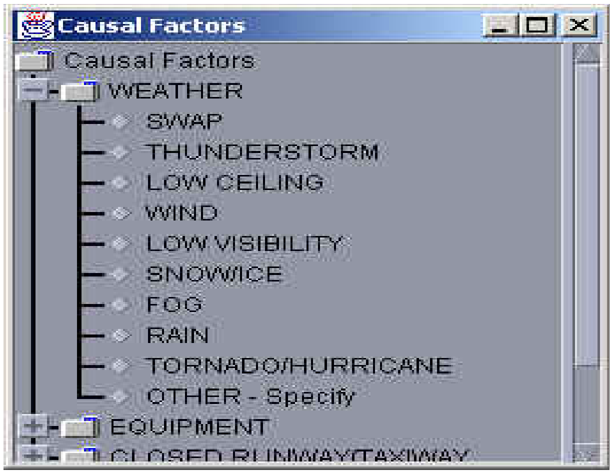


Exhibit A-45. Restriction Template – Causal Factor Popup – Weather Selections

Qualifier Selection Submenu

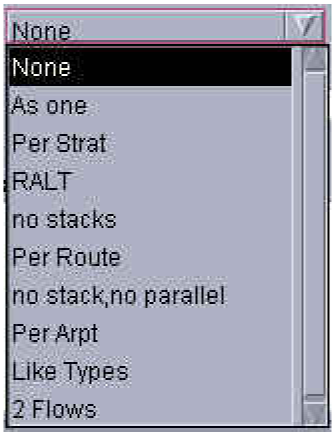


Exhibit A-46. Restriction Template – Qualifier Submenu

A.17 System Configuration File

In most cases, the System Level Configuration file will be provided by either the TMLog System Administrator or be downloaded from the TMLog Database. This guide is for the rare events when you may have to check on some parameters; or, if you are the administrator, to make sure that the various entries are correctly entered.

There are several major categories. Each is a capitalized keyword within square brackets:

- **[ID]**

List users authorized to sign on to the system along with their operating initials (OI) and access level. For each user, first the Operating Initials, a tab or space Then the corresponding user name enclosed in double quotation marks. Finally, the access level of the user - if this is absent then the access level is that of a fully-qualified specialist. For example:

```
[ID]
AE    "Albert Einstein"
RO    "Robert Oppenheimer"    ADMINISTRATOR
RF    "Richard Feynman"
AS    "Arnold Sommerfeld"
MG    "Murray Gell-Mann"
```

- **[POSITION]**

List all of the possible positions at this facility, one per line. For example:

```
[POSITION]
01
02
13
14
SWX
NOM
32
```

- **[DEFAULT_POSITION]**

Show the position which will be the default value, sorry only <u>one</u> is allowed. For example:

```
[DEFAULT_POSITION]
14
```

- **[FACILITY]**

The three letter designator for the facility. Example:

```
[FACILITY]
DCC
```

- **[FACILITY_TYPE]**

```
[FACILITY_TYPE]
ATCSCC
```

- **[FACILITY_MANAGER]**

```
[FACILITY_MANAGER]
"John Q. Public"
```

- **[SUBSCRIPTIONS]**

List the facility followed by an optional list of possible message types:

1. If nothing is noted then assume everything is included in the log and a notification is sent.
2. Use either or both keywords to specify **INCL** (include message in log); **NOTIFY** (send notification)
3. Possible choices are:
   - RSTN restrictions
   - GS ground stops
   - EDCT ground delay programs
   - OTHER anything else
   - ALL all 4 of the above

Note if a keyword is listed, then any items not noted are turned off. Eg., ZDC below has RSTN, GS and OTHER included in the log. No items will cause notification. ZNY logs all 4 items, but gets notification about restrictions only.

Example:

```
[SUBSCRIPTIONS]
ZDC     INCL: RSTN GS OTHER APPROVE: ALL NOTIFY: ALL
ZNY     INCL: ALL NOTIFY: RSTN APPROVE: GS
ZID     APPROVE: ALL NOTIFY: ALL INCL:ALL VIEW: ALL
PHL     INCL: ALL NOTIFY: ALL
```

[DATAPATH]

Give the complete path to the data directory; make sure there is a final slash as a trailer:

```
[DATAPATH]
/etms/tmlog/shared/data/
```

[TRANSLATION]

Give the fully qualified filename for your translation list:

```
[TRANSLATION]
/etms/tmlog/data/abbrev.txt
```

[KEYWORDS]

Give the fully qualified filename for your keyword list:

```
[KEYWORDS]
/etms/tmlog/adapt/keywords.dat
```

[ESIS]

This is a list, one per line, of the ESIS areas designated at your facility. Do not put in blanks. Example:

```
[ESIS]
AREA1
AREA2
AREA3
AREA4
AREA5
AREA6
AREA7
AREA8
```

[FORWARD]

This entry allows a facility to change the positions labeled for 'forwarding' on the ***FreeForm*** Panel. There are a maximum of eight allowable forwarding labels. The format is, one per line, the position and equal-sign and the label (in double quotations). For example:

```
[FORWARD]
01 = "NOM"
14 = "COMB"
18 = "ENTMO"
09 = "WNTMO"
13 = "Fred"
32 = "Winnie the Pooh"
```

In this case, the ***FreeForm*** Panel will have labels "NOM" through "Winnie the Pooh". If "Winnie the Pooh" is checked, the log entry will be forwarded to position 32 at this facility.

[COLLECTIVE]

This entry allows a facility to declare a set of positions as being a 'collective' entity. Each 'collective' is defined on a single line. The format is the collective name followed by a list of positions within parenthesis:

```
[COLLECTIVE]
SWAP  (11 17 19)
```

[GROUP]

This entry allows a facility to combine a group of positions for the purpose of reporting. This allows the group's logs to be printed as a set. The format is the same as that of the *collective* discussed previously. For example,

```
[GROUP]
Set_1  (1 26 13)
```

[ERRORLOG]

This allows you to define a location to store an error log for TMLog. If it appears that the TMLog program is not behaving as you expect and want to collect information useful for tracking down the possible problem, set this entry to the path to a directory where the error log will be written. If this is not present, the log will be written to the standard output console. For example, if the following is present,

```
[ERRORLOG]
/tmp/tmlog_errors/
```

All error output will be stored in a file in the /tmp/tmlog_errors subdirectory.

[PROPOSED]

This acts as a flag indicating that you wish to received notice of proposed restrictions affecting your area. There are no entries under this section, its presence is all that is necessary to receive notice.

[ADVISORY]

This acts as a flag indicating that you wish to received notice of Advisory messages affecting your area. There are no entries under this section, its presence is all that is necessary to receive notice.

The following items should only be added to the configuration file if it is for a facility. These should never appear in the configuration of the ATCSCC. They control the selection of specialized lists for convenience in entering data into the Restriction Panel.

[PROVIDER]

This consists of a list of *Providing Facilities* which may be selected from in constructing a restriction request. There is one facility per line; the default value should be placed in parenthesis. For example,

```
[PROVIDER]
ZLA
ZDC
ZSE
(ZOA)
ZNY
```

The selection list will show this group of centers with ZOA preselected. See **[AIRPORT]** for a discussion of the use of BLANK for this section. If this section is not present then a simple text box will be provided.

[AIRPORT]

This consists of a list of *Airports* which may be selected when constructing a restriction request. There is one entry per line; the default value should be placed in parenthesis. A special keyword may be used to indicate that a blank value is to be present; this is the keyword BLANK. BLANK may also be used as the default if it is in parenthesis. For example,

```
[AIRPORT]
(JFK)
PHL
ACY
EWR
```

The selection list will show this group of airports with JFK preselected. If a blank space is desired (for either easy fill-in or to indicate that no entry is selected, one could have:

```
[AIRPORT]
BLANK
(JFK)
PHL
ACY
EWR
```

This will allow selection of an empty entry, although the box will be initialized with JFK. If the empty string is the default then the configuration list would look like:

```
[AIRPORT]
(BLANK)
JFK
PHL
ACY
EWR
```

BLANK need not be the first item in the list; however, it will give a better appearance when running TMLog. If this section is not present then a simple text box will be provided.

[VIA]

This consists of a list of *NAS Elements* which may be selected when constructing a restriction request. There is one entry per line; the default value should be placed in parenthesis. For example,

```
[VIA]
(WHITE)
WAVEY
```

The selection list will show this group of NAS Elements with WHITE preselected. See **[AIRPORT]** for a discussion of the use of BLANK for this section. If this section is not present then a simple text box will be provided.

[IMPACTED]

This consists of a list of *Impacting Elements* which may be selected when constructing a restriction request. There is one entry per line; the default value should be placed in parenthesis. For example,

```
[IMPACTED]
ZLA
(ZDC)
ZSE
ZOA
ZNY
```

The selection list will show this group of Impacting Elements with ZDC preselected. See **[AIRPORT]** for a discussion of the use of BLANK for this section. If this section is not present then a simple text box will be provided.

There is no particular order for the sections listed above.

A.18 More On Subscriptions and the System Configuration File

The APPROVE type of subscription ONLY applies to restrictions (RSTN) for DCC positions. It is ignored in all other cases. INCL means that the subject subscription will be INCLuded in the subscribing positions log upon receipt. The subject item WILL NOT appear in the Pending List. NOTIFY means that the subject subscription will be sent to the subscriber's Pending List. The item will not appear in the recipient's log until it is EITHER expanded or removed form the Pending List. It is **NEVER** necessary to specify INCL and NOTIFY for the same subscription.

Subscriptions at the ATCSCC (DCC):

ZZZ APPROVE:RSTN
Restrictions requested by ZZZ will be sent to this position at DCC for approval. If more than one position at DCC has this subscription, only the first one found by the DB will be used for approvals; the others will be treated as NOTIFY: RSTN.

ZZZ NOTIFY: RSTN
INCL: RSTN
Restrictions affecting ZZZ, i.e., where ZZZ is the PROVIDING center will be sent to this position.

ZZZ NOTIFY: OTHER
INCL: OTHER
FreeForm entries forwarded from/by ZZZ to DCC will be received at this position.
[NOTE: receipt of messages forwarded to positions within the same facility are not affected/governed by the subscription mechanism.]

<AP> NOTIFY: EDCT
INCL: EDCT
EDCTs affecting this AIRPORT <AP> will be sent to this position. If this position is the DEFAULT POSITION in the config file read by ETMSInf, it will automatically receive the EDCT as an INCL:EDCT, regardless of subscription.
Note that EDCT subscriptions are governed by AIRPORT.

<AP> NOTIFY:GSTOP
INCL: GSTOP
GroundStops affecting this AIRPORT <AP>, whether from a coversheet or via log entry template, will be sent to this position. If from a coversheet, and this position is the DEFAULT POSITION in the config file read by ETMSInf, it will automatically receive the GSTOP as an INCL:GSTOP, regardless of subscription.
Note that GSTOP subscriptions are governed by AIRPORT.

Subscriptions at an ARTCC (ZZZ)

ZZY NOTIFY: RSTN
INCL: RSTN
NOTIFY: OTHER
INCL: OTHER
<AP> NOTIFY: EDCT
INCL: EDCT
NOTIFY: GSTOP
INCL: GSTOP
These subscriptions all function the same at a center (ZZZ) as at the ATCSCC (DCC).

DCC NOTIFY: RSTN
INCL: RSTN
Restrictions affecting ZZZ, i.e., ZZZ is the PROVIDING center, will be received at this position when approved by DCC. Any position requesting a restriction for DCC approval will automatically receive the approval (or disapproval) via the PendingList, regardless of subscriptions.
Receipt of requested but not yet approved (disapproved) restrictions affecting this center (ZZZ) will be sent to a position's PendingList only if the keyword [PROPOSED] is in that position's config file (independent of any other subscription.)

DCC: NOTIFY: EDCT
INCL: EDCT
EDCTs where ZZZ is one of the facilities listed in the cover sheet will be sent to this position.

DCC: NOTIFY GSTOP
INCL: GSTOP

GroundStops where ZZZ is one of the facilities listed in the cover sheet will be sent to this position. Note that this only applies to GroundStop cover sheets. For GroundStops entered via TMLog template, subscriptions are governed by airport.

A particular restriction, EDCT or GSTOP will be sent to a position ONCE. Regardless of the state of subscriptions by a position, duplicates are eliminated before transmission.